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ABSTRACT

This brochure contains information regarding recruitment procedures for elementary and secondary teachers seeking employment in schools operating on United States military bases. Sections cover the following areas: (1) eligibility; (2) position categories and special requirements; (3) application procedures; (4) basic program information and entitlements; (5) housing, living, and working conditions; and (6) shipment of household goods and personal effects. A complete application form is attached. (JD)

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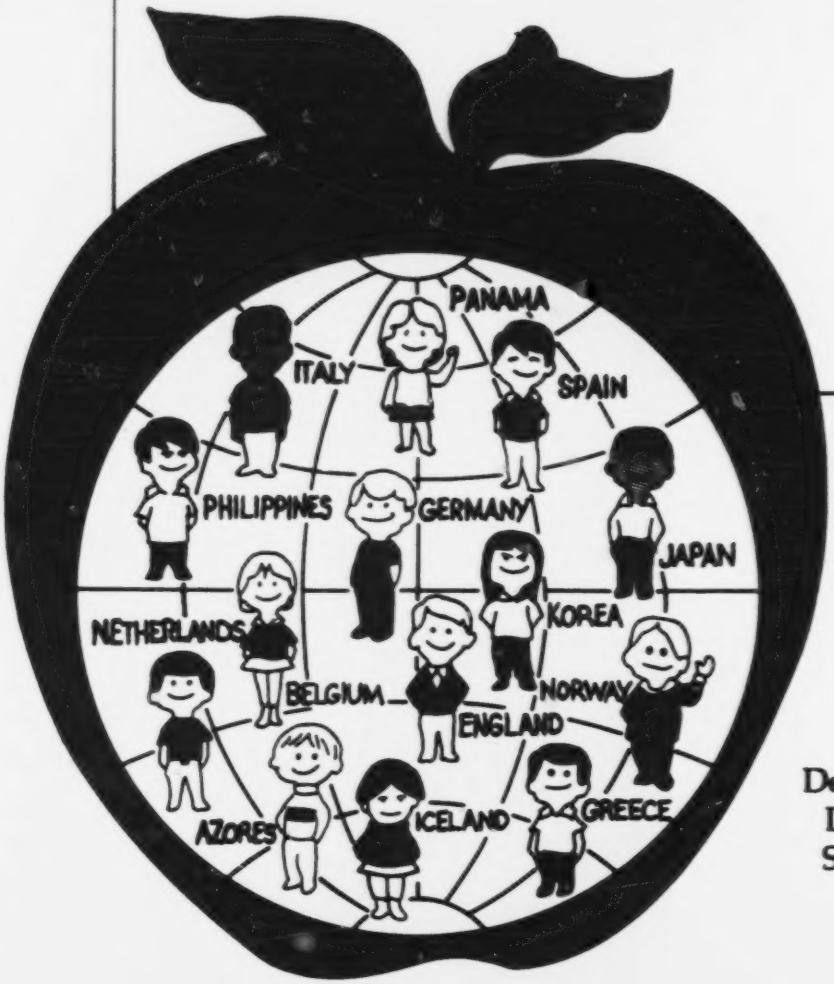
Overseas Employment Opportunities for Educators



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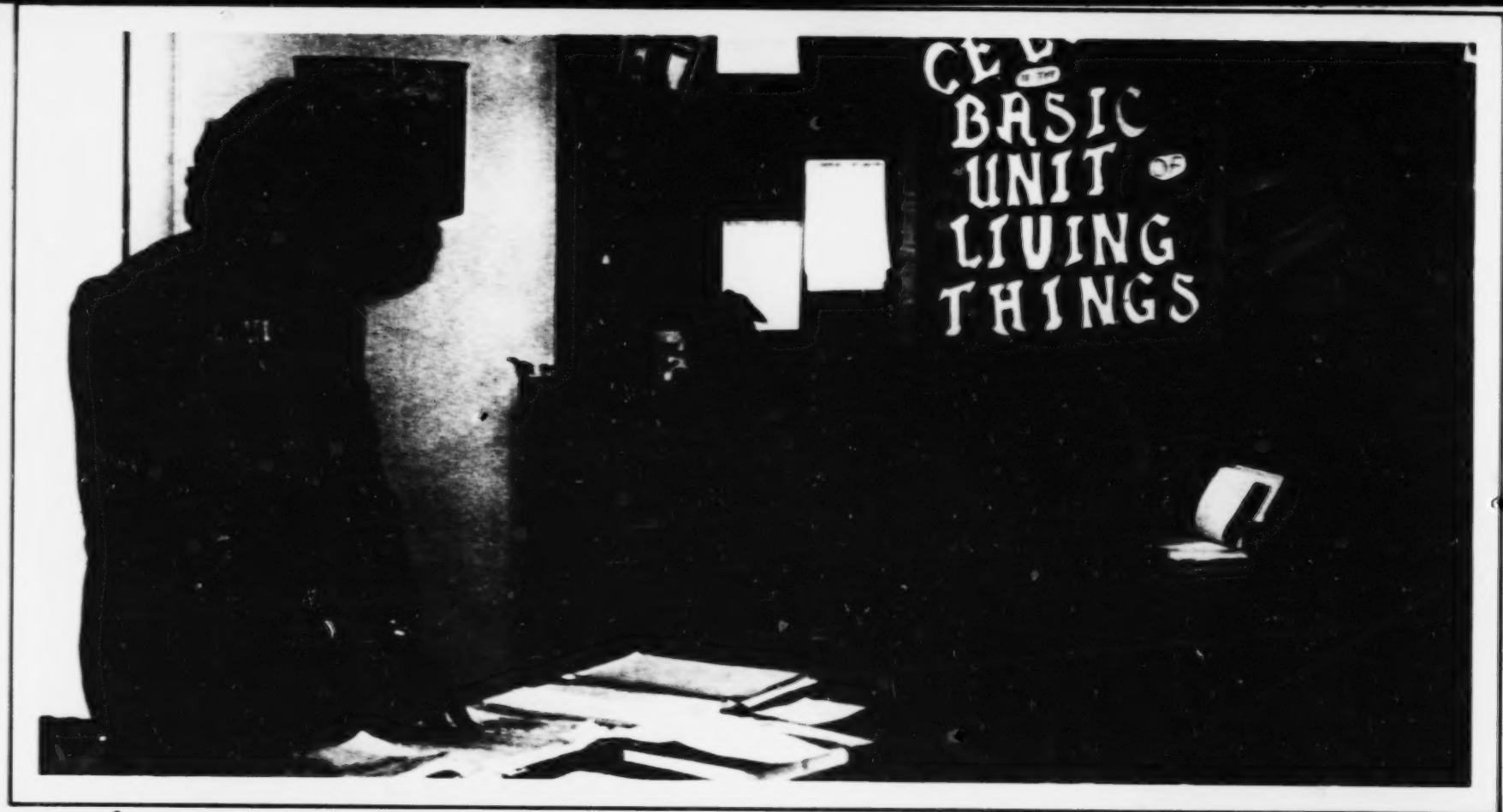
Department of Defense
Dependents Schools
School Year 1986-87

SP 026 932

NOTE: Please read these instructions thoroughly - if you decide to apply, you must provide exact information.

If you wish a written acknowledgment of the receipt of your application, you must complete your name and address on the attached postcard (inside cover, last page) and submit the postcard with your application.

Failure to comply with all instructions could mean loss of consideration.



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Department of Defense Dependents Schools
Recruitment and Assignments Section
Hoffman Building I
2461 Eisenhower Avenue
Alexandria, Virginia 22331

ATTACHMENTS

1 Supplemental Application for Employment with Department of Defense Dependents Schools (DS Form 5010) 2 copies

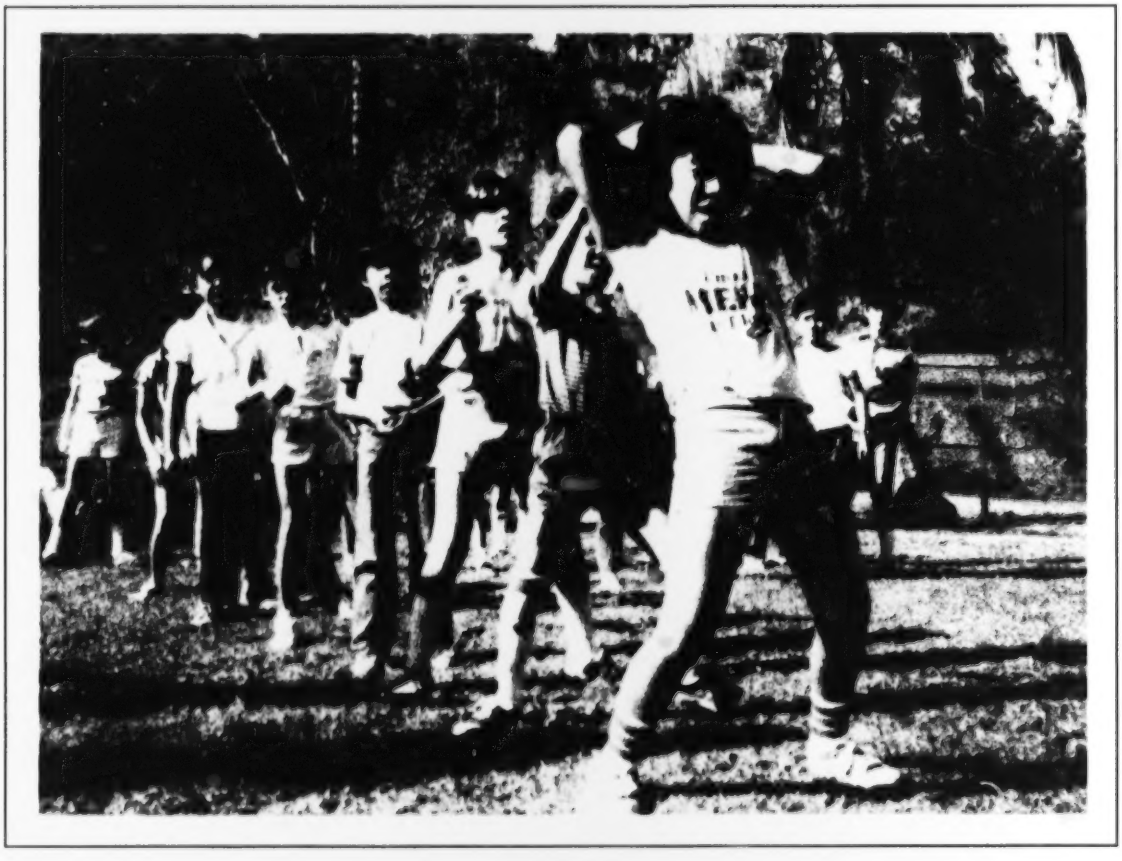
2 Personal Qualifications Statement (SF 171) 1 copy

3 Verification of Professional Educator Employment for Salary Rating Purposes (DS Form 5013)

4 Questionnaire

5 Professional Evaluations (DS Form 5011) 3 copies

ANNOUNCEMENT FOR 1986-87 SCHOOL YEAR
(supersedes previous edition)



Committee

LETTER FROM THE DIRECTOR [FOREWORD]

Elementary and secondary schools have been operating on U.S. military bases overseas since 1946 for the children of military and civilian personnel assigned overseas. The Department of Defense Dependents Schools (DoDDS) provides educational opportunities comparable to those offered in the better school systems in the United States. This segment of U.S. public education consists of approximately 270 elementary, middle, junior high, and high schools and a community college. The schools are located in 20 countries around the world, with an enrollment of approximately 136,000 students, and are staffed with approximately 11,000 employees. The overseas school system is one of the largest U.S. school systems; it is exceeded in enrollment by only a few other school systems.

Courses of study parallel those of the public schools in the United States, and standard textbooks are used. Students vary in background and heritage as widely as the regions within the United States from which they came. Frequent changes in home and school result in some adjustment problems, but the students usually adapt rapidly to their new environments. The general atmosphere in the overseas dependents' schools is similar to that found in schools in the United States.

Some of the elementary schools are small, and the teachers must teach multiple grades. Many junior high schools have only four to eight staff members, and each educator may be required to teach in more than one field and should be willing to conduct at least one extracurricular activity. There are a number of high schools with enrollments of less than 500 as well as some much smaller elementary schools. The North Central Association of Colleges and Schools is the accrediting association for DoDDS and considers the standards contained in this brochure as the official educator qualification requirements for the overseas school system.

Please review this brochure carefully, as it contains valuable information with regard to recruitment procedures. The qualification standards contained in this brochure are the minimum standards used throughout DoDDS for appointments overseas (and in the United States) and represent minimum certification requirements. Please do not ask for waivers of the requirements or qualification standards. These standards were designed in an effort to provide the best quality educational system possible for U.S. military and civilian dependents living overseas.

Your consideration of our program is appreciated. If you have questions regarding the qualification requirements, you may contact my recruitment and assignment staff.

Beth Stephens

Beth Stephens, Ph.D.
Director
Department of Defense
Dependents Schools

READ THIS BROCHURE CAREFULLY AND FOLLOW THE INSTRUCTIONS PRECISELY. YOU WILL NOT BE CONSIDERED IF YOU DO NOT MEET THE MINIMUM REQUIREMENTS FOR THE POSITION(S) FOR WHICH YOU ARE APPLYING, OR IF YOU FAIL TO PROVIDE THE NECESSARY INFORMATION IN THE MANNER AND FORMAT REQUESTED.

NO WAIVER OF THESE REQUIREMENTS WILL BE MADE

SECTION I — ELIGIBILITY

A . GENERAL INFORMATION

1. To be accepted for initial consideration, applications must be postmarked by January 15, 1986. Applications postmarked after that date will receive consideration if sufficient vacancies exist.
2. Administrative positions (principals, assistant principals, curriculum coordinators) are filled internally through our Educator Career Program. Applications for such positions are not accepted unless a specific vacancy has been advertised.
3. Applicants applying through the United States recruitment program must be residing in the United States, its territories, or possessions during the period the application is under consideration.
4. All information pertaining to allowances, differentials, and transportation agreements outlined in this brochure is applicable only to applicants recruited in the United States. Those educators appointed outside the United States normally do not receive all such benefits.

B. MINIMUM QUALIFICATION STANDARDS

1. *United States citizenship.*
2. *Physical ability to perform the duties efficiently and without hazard to self or others.* Because medical care in the overseas area is limited, applicants requiring certain types of medical intervention may not be accommodated. Applicants requiring the ongoing care of a physician for themselves or family members or those applicants requiring special accommodations due to a physical handicap should contact this office for additional information or guidance. Applicants must be emotional stable, have socially acceptable personal habits, be loyal to the United States, and have the ability to work successfully with students, parents, faculty, and school administrators in a military community.
3. *Availability for Worldwide Placement.* Applicants must be available for worldwide placement. Applicants who are planning to go overseas (including military and civilian dependents) or who already reside overseas are not available for placement on a worldwide basis and, therefore, do not apply through this office. Applications may be filed with the civilian personnel office at the United States military installation nearest your residence upon arrival overseas. In order to properly staff our schools, it is necessary that the DoDDS recruiting program begin almost one school year in advance. Therefore, local applicants who do not have an application on file at the appropriate civilian personnel office by January 15, 1986, may not receive initial consideration.
4. *DoDDS Employees.* Individuals who are currently employed with the DoDDS are not eligible to apply through this program. To be considered, former DoDDS employees must have a break in employment of at least 1 full school year from the date of last employment with the DoDDS and the opening date of the school year in which they wish employment.
5. *Availability for Immediate Processing for Overseas Assignment in One of the Fifty States, Puerto Rico, or Gaum.* Applicants must be available for processing as soon as an employment offer is made, and must comply with the instructions of an appropriate United States military installation. Processing includes a medical examination, securing an official passport, immunizations, travel orders, arrangements for air travel and shipment of household goods, and certain clearances. Failure to be available for immediate and continuous processing, because of extended travel or other plans, may cause the withdrawal of an employment offer. Applicants who decline an assignment offer after processing has begun must immediately notify and provide an acceptable explanation to both the processing installation and this office if she/he wishes further consideration in subsequent years for an overseas teaching position.
6. *Professional Experience or Training*
Certain categories require experience as a part of the minimum qualifications standard, e.g.,

School Psychologist. In such cases, only applicants meeting the experience requirement will be considered. Refer to the category description for which applying for minimum experience requirements.

7. *Satisfactory Completion of Minimum Academic Requirements. Degree and Legal Standards*
   a. A baccalaureate degree from an institution accredited by a regional accrediting association. Graduates of nonaccredited institutions may have their undergraduate work validated by admittance to graduate school and completion of a minimum of five semester hours of credit in a regionally accredited graduate college.
   b. Where a master's degree or other graduate work is required, the work must have been taken in a regionally accredited institution.
   c. Foreign credits or degrees earned from a foreign university must be evaluated prior to acceptance. Three procedures are acceptable: (1) the work is evaluated by a graduate division of a regionally accredited university and is declared the equivalent of similar undergraduate or graduate work in a United States institution; (2) the work is translated and accepted by a regionally accredited university or endorsed by a state department of education for the purpose of teacher certification in a state; or (3) the work is evaluated by a recognized commercial enterprise and approved by DoDDS.
8. *General Academic Preparation.* At least 40 semester hours of work in general education distributed over such fields as English, history, social science, mathematics, fine arts, languages, science, philosophy, and psychology are required. *Academic Preparation For Teaching Credentials.* At least 18 semester hours of course work in the field of professional teaching education are required. All applicants shall have student teaching or have served an internship as part of an approved teacher education program in an accredited institution, and shall have satisfactorily completed course work in such areas as learning process, measurement, philosophy, psychology, social foundations, and curriculum applicable to the type and level of the position for which applying. For example, for elementary teachers the 18 semester hours must be in elementary education and include course work in methods of teaching, reading, math, art, physical education, science, music, and other similar related course work. In the absence of an approved student teaching or internship program, applicants may be given credit for 1 year of successful fulltime employment as an educator. However, applicants must have at least 18 semester hours of course work in the field of professional teaching education. Since the 1 year of employment substitutes for a course, no credit may be given for pay purposes.
   (NOTE: Teachers Communication Impaired, School Nurses, School Psychologists, School Social Workers, Training Instructors, Occupational Therapists, and Physical Therapists are excluded from this requirement.) Refer to the category description for which applying for the minimum course work required in each subject area.
9. *Certification and Recertification.*
   The DoDDS has established a Certification and Recertification Program for all educators employed in the system. Through this program, DoDDS insures that all educators are highly qualified and knowledgeable in their area or areas of expertise. All educators are initially certified in the grade levels, and subject areas for which they meet the DoDDS qualification requirements. As a condition of continuing employment, educators are required to meet all recertification requirements established by DoDDS.

C. INTERVIEW

Interviews are scheduled in accordance with projected staffing needs. Thus not all applicants will be interviewed. If an interview is required, applicants will be advised. Applicants must choose the interview site from the list shown and on the enclosed DS Form 5010. All expenses incurred with the interview are the responsibility of the applicant.

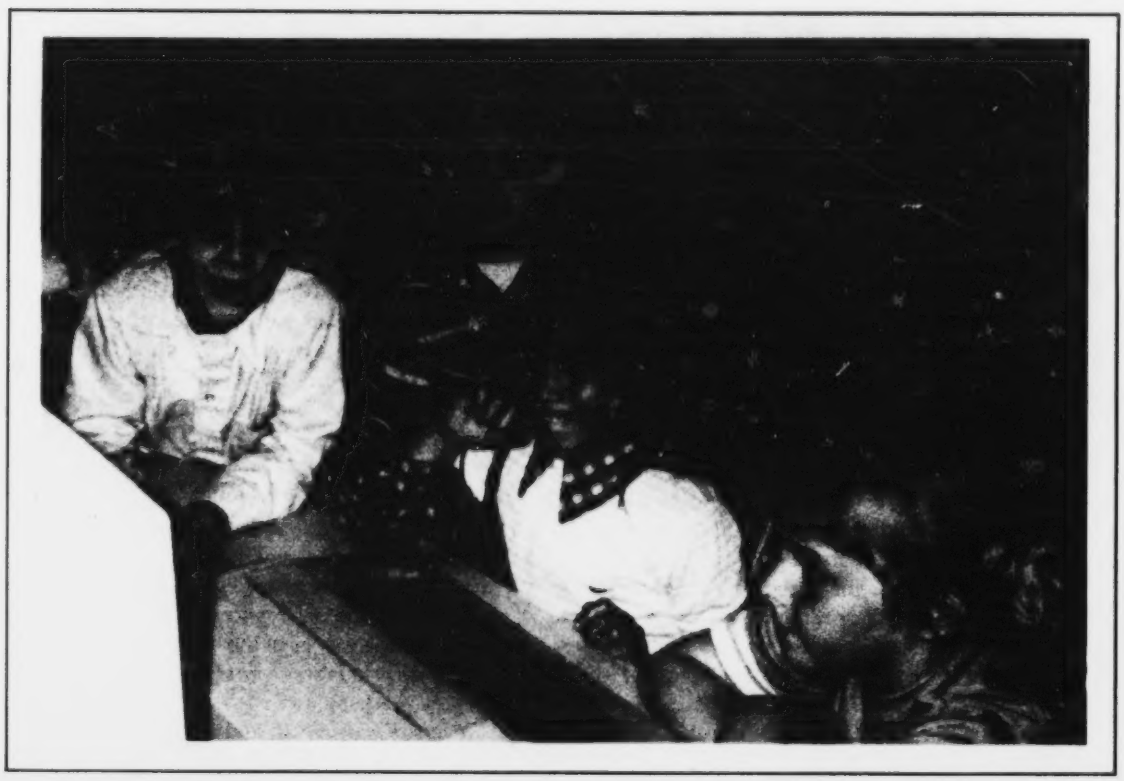
D. EVALUATION AND SELECTION

The Department of Defense Dependents Schools employs the best qualified professional staff to implement its program of learning. Evaluation and selection of applicants are based upon review and analysis of the basic application, professional evaluations provided by former supervisors, academic records as reflected on college/university transcripts, and the results of the interview. At the time vacancies are received, special

selection factors are applied to determine the best qualified and suitable applicants. As a minimum, however, applicants are evaluated on the following factors:

1. Academic training.
2. Information secured through employment references and other sources.
3. Recent experience as an educator (NOTE: Applicants with at least 1 full school year of professional experience between August 1981 and August 1986 will be selected over otherwise equally qualified applicants without such experience. Experience that is considered is that which has been gained at the grade level(s) or in the subject(s) for which the applicants are being considered.
4. Recent training related to the position(s) for which being considered (NOTE: Training includes in-service workshops and formal programs conducted by private and public organizations. Training should focus on new curriculum approaches, expanding knowledge in content areas, and current trends in education.)
5. Possession of those personal qualities and traits, such as stability and ability to adapt to unusual and sometimes stressful situations, which are essential for successful performance in an overseas assignment.
6. Ability to provide instruction which will accommodate individual needs and learning levels of students (NOTE: Evidence of this includes training or experience in various instructional strategies and methodologies.)
7. Possession of the skills to develop a positive working relationship with students, parents, colleagues, administrators, and community members.
8. Academic training to teach more than one subject or grade level (NOTE: This flexibility is critical to meet the needs of the ever-changing population of students.)
9. Special achievements or awards related to the position(s) for which being considered.

SELECTIONS ARE MADE WITHOUT REGARD TO RACE, COLOR, AGE, SEX, MARITAL STATUS, RELIGION, NATIONAL ORIGIN, POLITICAL AFFILIATION, OR NONDISQUALIFYING HANDICAP.



SECTION II — POSITION CATEGORIES AND SPECIAL REQUIREMENTS

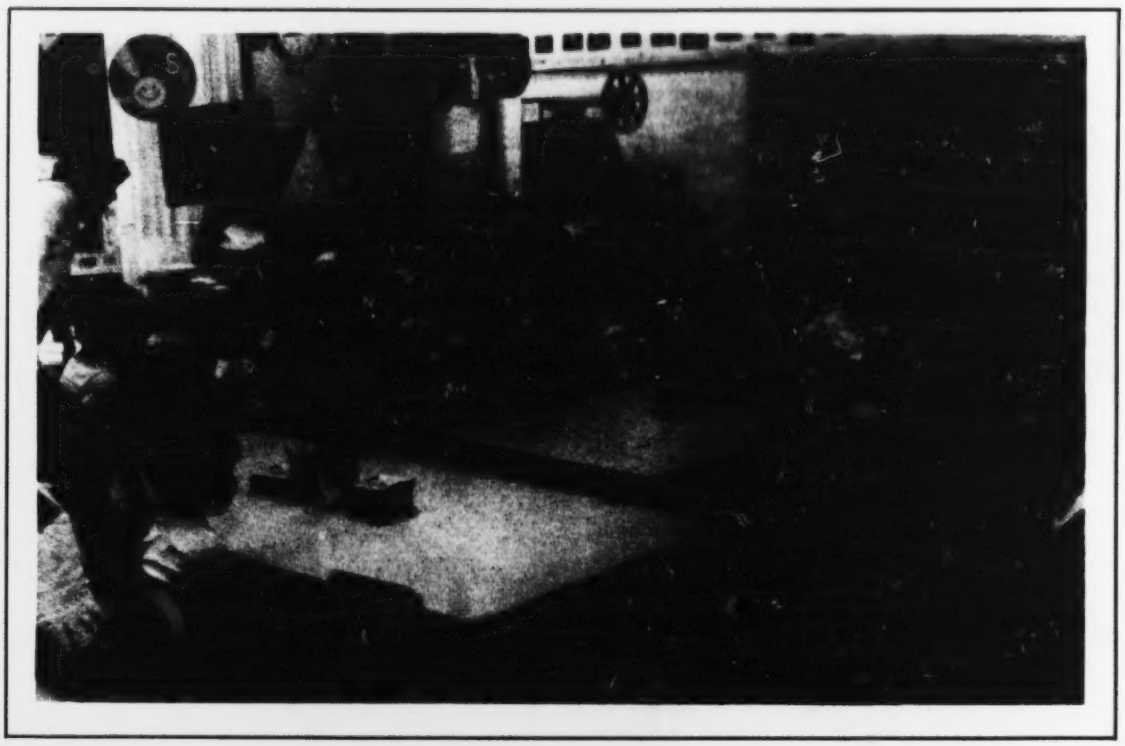
A. GENERAL. As a member of the professional school staff, teachers and specialists generally perform a wide variety of duties in the school setting. Duties may include providing in-service training to other staff members, accomplishing committee work related to school curriculum and administration, attending meetings and school functions, supervising the activities of students when they are arriving and departing school, at lunch, and when at recess. In addition, teachers and specialists perform the full range of preparational tasks necessary to provide a high quality educational program for students. Applicants must meet the previously mentioned minimum qualification standards in Section I, and, in many instances, be fully qualified to teach two or more categories. Please refer to each specific category description for which applying. Unless the full requirements are met as specified, the application will not be considered. Academic qualification in the same field but at a different level is NOT qualifying as a second category; e.g., 301 Teacher, English/201 Teacher, English; 308 Teacher, Art/108 Teacher, Art.

B. ELEMENTARY SCHOOL POSITIONS
Elementary teachers shall have satisfactorily completed at least 18 semester hours in elementary education to include course work in such areas as methods of teaching, reading, math, art, physical education, music, science and other similarly related course work. For elementary teachers the following additional requirements apply:

100 KINDERGARTEN. 9 semester hours of course work related to early childhood education. (One course must bear either the title or specifically contain the content of early childhood, kindergarten, pre-kindergarten).

101-103 ELEMENTARY TEACHER, GRADES 1,2,3. All applicants for categories 101-103 will be considered for grades 1, 2 and 3. Selected educators may be assigned to any of the three grades, combination grades, or non-graded classes.

104-106 ELEMENTARY TEACHER, GRADES 4,5,6. All applicants for categories 104-106 will



be considered for grades 4, 5 and 6. Selected educators may be assigned to any of the three grades, combination grades or non-graded classes.

107 ELEMENTARY TEACHER, GRADES 7 and 8. All applicants for category 107 will be considered for grades 7 and 8. A selection factor is recent teaching experience in an non-departmentalized situation or self contained classroom at either grade level.

108 ELEMENTARY TEACHER, ART. 18 semester hours in Art.

109 ELEMENTARY TEACHER, MUSIC. 18 semester hours in music. Applicants may be required to teach both vocal and instrumental. Some basic experience teaching guitar, piano, or several band instruments is desirable.

110 ELEMENTARY PHYSICAL EDUCATION
18 semester hours in Physical Education. Experience or training in adaptive physical education is desirable.

C. MIDDLE SCHOOL POSITIONS
(Usually Grades 5-8)

The DoDDS operates middle schools and combination middle and secondary schools. The middle school is committed to the education of the pre- and early adolescent period.

Teachers with elementary school preparation may teach any subject for which the appropriate semester hour requirements as stated below are met;

or,

teachers with middle, junior and senior high school preparation may teach subjects and levels for which the appropriate semester hour requirements as stated below are met;

and,

middle school teachers must qualify in one other middle or secondary school category.

The selection factor is one year of recent experience at the middle school level, which may include departmentalized elementary education experience in grades 5-8. For middle school teachers the following additional requirements apply:

C. MIDDLE SCHOOL CATEGORIES

201 TEACHER, ENGLISH
Provides classroom instruction in subject area of English. 18 semester hours in English including appropriate distribution of courses in literature and composition; 5 semester hours in speech and/or journalism may be counted toward meeting this requirement. You must qualify in one other category.

202 TEACHER, SPEECH
Provides classroom instruction in subject area of Speech and Dramatic Arts. 18 semester hours of speech, or a minimum of 8 semester hours in speech plus sufficient additional work in English to total at least 18 semester hours. You must qualify in one other category.

203 TEACHER, JOURNALISM
Provides classroom instruction in journalism. 18 semester hours in journalism or a minimum of 5 semester hours in journalism plus sufficient additional work in related fields to total at least 18 semester hours. You must qualify in one other category.

204 TEACHER, MATHEMATICS
Provides classroom instruction in mathematics. 18 semester hours of credit in mathematics. Credit may be allowed for each unit of high school mathematics, not to exceed a total of 2 semester hours. You must qualify in one other category.

205 TEACHER, SOCIAL STUDIES
Provides classroom instruction in social studies subjects. 18 semester hours in the field of social studies, appropriately distributed in the subjects to which assigned. Coursework should include United States History, World History, Political Science, and Geography. You must qualify in one other category.

206 TEACHER, SCIENCE
Provides classroom instruction in earth, life and physical science. 18 semester hours in the field of science appropriately distributed in the subjects to which the teacher is assigned. For teachers of biology, chemistry and physics, a minimum of 9 semester hours is required in the assigned subject. You must qualify in one other category.

207 TEACHER, HEALTH
Provides classroom instruction in health. 18 semester hours in the field of health including appropriate distribution of courses in biological and behavioral science, safety, drug education, ecology, public health services, and mental health. You must qualify in one other category. An applicant qualified in two middle school categories may qualify for Teacher, Health with at least 8 semester hours of health related course work.

D. SECONDARY SCHOOL POSITIONS, (Usually Grades 7-12)

The DoDDS operates a variety of school configurations. There are high schools, junior high schools, and middle schools as well as secondary schools usually with grades 7-12. Secondary teachers may be required to teach at the middle school, junior high and senior high school levels. (NOTE: A second teaching category is not required for mathematics, science, music, and industrial arts positions). For secondary teachers the following additional requirements apply:

SECONDARY SCHOOL CATEGORIES

301 TEACHER, ENGLISH
Provides classroom instruction in subject area of English. 24 semester hours in English including appropriate distribution of courses in literature and composition. 5 semester hours in speech and/or journalism may be counted toward meeting this requirement. You must qualify in one other category.

302 TEACHER, SPEECH
Provides classroom instruction in speech. A major of at least 24 semester hours or more in speech and dramatic arts, or a minimum of 8 semester hours in speech plus sufficient additional work in English to total at least 24 semester hours. You must qualify in one other category.

303 TEACHER, JOURNALISM
Provides classroom instruction in journalism. 24 semester hours or more, or a minimum of 5 semester hours in journalism plus sufficient additional work in related fields to total at least 24 semester hours. You must qualify in one other category.

304 TEACHER, MATHEMATICS
Provides classroom instruction in mathematics. 24 semester hours of credit in mathematics. Credit may be allowed for each unit of high school mathematics, but not to exceed a total of 2 semester hours.

305 TEACHER, SOCIAL STUDIES
Provides classroom instruction in social studies. 24 semester hours in the field of social studies, appropriately distributed in the subject to which the teacher is assigned. Coursework should include United States History, World History, Political Science, and Geography. You must qualify in one other category.

306 TEACHER, SCIENCE
Provides classroom instruction in Biology, Chemistry, Physics, Earth, and General Science. 24 semester hours in the field of science appropriately distributed in the subjects to which the teacher is assigned. For teachers of biology, chemistry and physics, a minimum of 9 semester hours is required in the assigned subject.

307 TEACHER, HEALTH
Provides classroom instruction in health. 20 semester hours in the field of health including appropriate distribution of courses in biological and behavioral science, safety, drug education, ecology, public health services, and mental health. You must qualify in one other category. An applicant qualified in two secondary categories may qualify for Teacher, Health with at least 8 semester hours of health realted course work.

308 TEACHER, ART
Provides classroom instruction in art. 24 semester hours in art. You must qualify in one other category.

309 TEACHER, BUSINESS
Provides classroom instruction in typing, shor-

thand and other business subjects and conducts business laboratory. 24 semester hours in business with at least one college course in each high school subject to which assigned, to include one course in typing and shorthand. Training in current word processing/displaywriter, and microcomputer techniques is desired. May be assigned to teach at the middle or secondary school level. Most positions require model office/business laboratory experience and shorthand. You must qualify in one other category.

310 TEACHER, HOME ECONOMICS
Provides classroom instruction in home economics. 24 semester hours in home economics. You must qualify in one other category.

311 TEACHER, MUSIC
Provides instruction in music and may be required to teach both vocal and instrumental. 24 semester hours in music.

312 TEACHER, PHYSICAL EDUCATION
Provides instruction in physical education. 24 semester hours in physical education. Experience or training in adaptive physical education is desirable. You must qualify in one other category.

313 TEACHER, INDUSTRIAL ARTS
Provides instruction in industrial arts. 24 semester hours in industrial arts including at least two courses in each subject to which assigned. Some industrial art positions require Industrial Arts Curriculum Project training (IACP).

314 TEACHER, LATIN
Provides classroom instruction in subject area of Latin. 20 semester hours in Latin. Credit may be allowed for each unit of high school Latin, but not to exceed a total of 2 semester hours. You must qualify in one other category.

315 TEACHER, FRENCH
Provides classroom instruction in subject area of French. 20 semester hours in French. Credit may be allowed for each unit of high school French, but not to exceed a total of two semester hours. You must qualify in one other category.

316 TEACHER, SPANISH
Provides classroom instruction in subject area of Spanish. 20 semester hours in Spanish. Credit may be allowed for each unit of high school Spanish, but not to exceed a total of 2 semester hours. You must qualify in one other category.

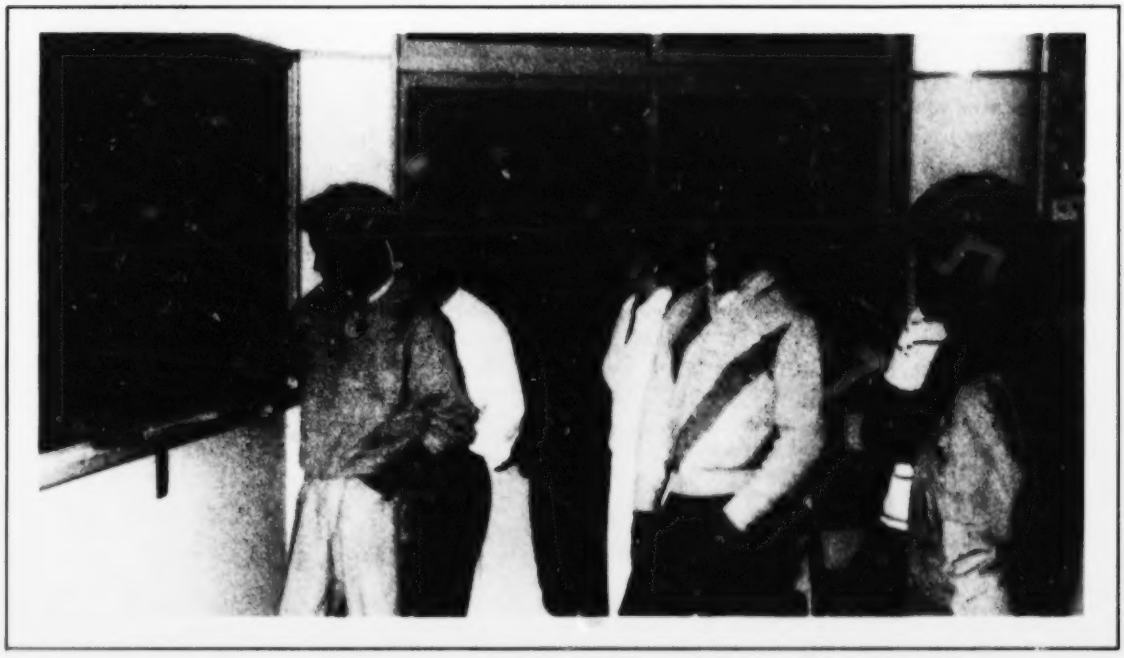
317 TEACHER, GERMAN
Provides classroom instruction in subject area of German. 20 semester hours in German. Credit may be allowed for each unit of high school German, but not to exceed a total of 2 semester hours. You must qualify in one other category.

318 WORK EXPERIENCE COORDINATOR
Responsible for organizing and monitoring a cooperative work experience program and providing instruction on career opportunities. 18 semester hours in related fields such as business, industrial arts, guidance, vocational occupational subjects, career education, home economics and at least 3 semester hours in career counseling, career guidance and/or vocational occupational counseling. Experience as a coordinator for a work experience or similar program is desirable. You must qualify in one other category.

319 TEACHER, COMPUTER SCIENCE
Provides classroom instruction in computer science. 15 semester hours in computer science 9 semester hours in computer science with sufficient additional coursework to qualify as a teacher of mathematics, science, or business. Coursework must include programming in BASIC, FORTRAN IV, ANS COBOL, or PASCAL. You must qualify in one other category.

350 TRAINING INSTRUCTOR (VOCATIONAL)
(Categories 351-364) Provides vocational instruction in one of the following vocational areas:
351 Automotive Technology
352 Electronics
353 Cosmetology
354 Graphic Arts
355 Welding
356 Dental Assistant
357 Medical Assistant
358 Small Engines
359 Instrument Repair-Musical
360 Computer Technology
361 Fashion Design
362 Power Technology (solar, thermal, hydro or nuclear)
363 Agriculture
364 Industrial Repair

TRAINING INSTRUCTOR
There are two types of training instructors: Certified and Non-Certified. The following special instructions apply:



Certified training instructor applicants must meet the minimum requirements stated in Section I B. 7 and 8. One year of teaching experience is required and may be in an adult education program, middle or secondary school, college, or industrial establishment in the particular occupational field(s) for which applying. Non-certified training instructor applicants who do not meet the minimum requirements stated in section I.B. 7 and 8 must meet the requirements stated below.

(1) Have a high school diploma or equivalency certificate;

and,

(2) Complete a formal program at or above the high school level (or vocational high school level), trade school, or miltiary/peace corps training program in the specialty. Evidence must be submitted to confirm competency in the field(s) for which the application is made; i.e., diploma, journeyman license;

and,

(3) 2½ years of experience at the level which demonstrates instruction of supervision of employees in the specialty for which applying. Skill and knowledge in the field for which applying may be determined through an evaluation of the applicant's work experience. A journeyman is considered to be a worker who has learned a trade and is a skilled worker above the apprentice level. NOTE; Up to 1½ years of the required 2½ years of experience may be substituted by education at the rate of 1 year of study for 9 months of experience in the subject specialty for which applying.

399 JUNIOR RESERVE OFFICERS TRAINING CORPS (JROTC) INSTRUCTOR (ARMY/ AIR FORCE). Conducts classes in leadership development (ARMY), aerospace technology (AIR FORCE). Plans and participates in activities such as drill team competition, colorguard ceremonies and parent-teacher association meetings. Plans and conducts education trips to local military installations and other points of interest closely related to topics studied in class. All candidates must be retired military who are certified as instructors in the JROTC. Retired officers must possess a Baccalaureate degree and either a teaching certificate or 12 semester hours in professional education coursework. JROTC instructors receive salaries and allowances different than those described in this brochure.

440 TEACHER, DRIVER EDUCATION
Provides instruction in driving automobiles. A state certificate for driver education is required. Driver education cannot be chosen as a teaching category. You must qualify in two other secondary school categories.

E. PUPIL PERSONNEL SERVICES POSITIONS

Some of these positions may require the educator to provide services to more than one school or school complex. Note: A second category is not required for school psychologist, school social worker, and educational prescriptionist. The following additional requirements apply:

400 GUIDANCE COUNSELOR, SECONDARY

Provides guidance support services in the areas of personal, occupational, and academic development. Master's degree in education guidance and counseling. One year of experience in school counseling at the secondary level and teaching drug education orientation is desired. You must qualify in one other category.

401 GUIDANCE COUNSELOR, ELEMENTARY

Provides guidance support services in the areas of personal, occupational, and academic development. Master's degree in educational guidance and counseling. One year experience counseling at the elementary grade level and teaching drug education orientation is desired. You must qualify in one other category.

402 DORMITORY COUNSELOR (RESIDENT HALL ADVISOR)

Duties include the supervision of the resident hall and ensuring that conditions are conducive to developing sound study habits, that skill in leisure time pursuits are stimulated, and that a home-like atmosphere is maintained. 18 semester hours of preparation in guidance and counseling, psychology, recreation, or related fields. Drug education orientation is desired. A selection factor is one year of experience working with children which demonstrates the ability to relate on a one-to-one basis with students, and to plan activities. You must qualify in one other category.

403 SCHOOL PSYCHOLOGIST

Provides educational, diagnostic, and evaluation support services to assist in analyzing strengths and weaknesses of students to determine appropriate educational programs. Participates on multidisciplinary case study committee as a specialist in evaluation. Master's degree in school psychology to include 24 semester hours of graduate preparation in courses such as individual measurement, educational diagnosis and assessment, and supervised practicum in school psychology. State certification in school psychology may be considered in lieu of the Master's degree if a supervised practicum was included in the certificate program. Two years of professional school related work experience in the last five years is *required*. NOTE: The 18 semester hours of course work in the field of professional teacher education as described under Minimum Academic Requirements are not required.

404 SCHOOL SOCIAL WORKER

Works with problems in student's living situation (home, school, and community) that affect the student's adjustment in school. Utilizes home visits, community agency contracts, and case study committes to provide support service. Master's degree in social work which includes 24 semester hours of graduate preparation in courses such as human behavior, social case work, child welfare, community resources, and supervised fieldwork. Two years of professional social work experience in the last five years is *required*, which has included service to clients in ages 5 through 18. NOTE: The 18 semester hours of course work in the field of professional teacher education as described under Minimum Academic Requirements are not required.

446 EDUCATIONAL PRESCRIPTIONIST, ELEMENTARY

447 EDUCATIONAL PRESCRIPTIONIST, SECONDARY

Provides diagnostic, prescriptive service for students referred through a case study committee. Recommends remediation techniques and material to be used in regular classroom or resource room for students identified as having learning problems. Master's degree in special education which includes 24 semester hours in courses such as prescriptive teaching, psychoeducational diagnostic technique, parent-teacher communications, behavior modification, developmental task analysis or coursework in other related fields. A selection factor is one year of teaching in a special class for the learning or behavioral disordered.

F. EDUCATION SUPPORT POSITIONS

Many of these positions require the educator to provide services to more than one school or school complex and involve travel to the various locations. Special Education positions may require teaching handicapped children at any age level and children with a variety of handicapping conditions ranging from mild to severe. NOTE: A second teaching category is not required for

School Computer Coordinator, Compensatory Education (Elementary) Specialist, Teacher Communications Impaired, Occupational and Physical Therapist, and School Nurse Positions. The following additional requirements apply:

407 TEACHER, PHYSICALLY IMPAIRED (Grades K-12)

Provides physical and mental growth training and experience by building upon strengths and existing skill areas of the child while assisting in the remediation and rehabilitation. 24 semester hours in special education including methods and such courses as nature of crippling, special health problems, methods and materials of teaching physically handicapped, and education measurements. You must qualify in one other category.

410 TEACHER, HEARING IMPAIRED (Grades K-12)

Teaches communication to deaf/hearing impaired children in the area of speech, signing, lip reading, auditory, and other perceptual skills. 24 semester hours in special education including remedial methods and such courses as anatomy of the ear, speech mechanism, methods of auditory training, psychology of the handicapped child, child development, and educational measurements. You must qualify in one other category.

411 READING IMPROVEMENT SPECIALIST, ELEMENTARY

412 READING IMPROVEMENT SPECIALIST, MIDDLE SCHOOL

Coordinates a comprehensive reading program for school(s), assists teachers in establishing classroom programs, selects appropriate materials based on assessment of individual or group needs, coordinates and instructs remedial and tutorial program. 15 semester hours in reading, to include coursework in diagnosis and prescription methods of reading instruction and in teaching exceptional children. The selection factor of one year of recent experience includes experience as a special teacher or as a remedial and/or developmental reading teacher. Experience is desired in coordinating a basic reading program. You must qualify in one other category.

413 READING IMPROVEMENT SPECIALIST, SECONDARY

Coordinates a comprehensive reading program for schools, assists content teachers in identification of students with special needs, assists in selection of appropriate materials, manages and instructs remedial tutorial program(s), and resources content teachers. 18 semester hours in reading including course work in content area reading, methods of reading instruction, exceptional children, and diagnosis and prescription, plus additional course work in reading or English to total 24 semester hours. The selection factor includes one year of experience as a special teacher of reading, as a teacher of remedial reading, and/or as a teacher of developmental reading.

416 TEACHER, COMMUNICATIONS IMPAIRED (Grades 5-12) (FORMERLY TITLED SPEECH THERAPIST)

Provides comprehensive differential diagnosis, assessment, and educational planning, as well as intensive therapy and intervention strategies in language areas. Works with children from all disability categories whose handicaps range from mild to severe. 24 semester hours in speech and language development including training in basic audiology and speech disorders. NOTE: The 18 semester hours of course work in the field of professional teacher education as described under Minimum Academic Requirements are not required.

423 TEACHER, LEARNING IMPAIRED, MODERATELY TO SEVERELY HANDICAPPED, ELEMENTARY

424 TEACHER, LEARNING IMPAIRED, MODERATELY TO SEVERELY HANDICAPPED, MIDDLE SCHOOL

425 TEACHER, LEARNING IMPAIRED, MODERATELY TO SEVERELY HANDICAPPED, SECONDARY

Provides instruction and develops appropriate educational strategies for adapting methodology and curriculum to the individual instructional needs. 24 semester hours in special education including remedial methods and psychology of the retarded child and such courses as educational measurements, nature and needs of mentally retarded and multiple handicapped, speech and language development, arts and crafts for atypical children, and adapted physical education. You must qualify in one other category.

426 TEACHER, EMOTIONALLY IMPAIRED, ELEMENTARY

427 TEACHER, EMOTIONALLY IMPAIRED, MIDDLE SCHOOL

428 TEACHER, EMOTIONALLY IMPAIRED, SECONDARY

Provides special education instruction and services to students that are severely emotionally disturbed. Provides educational diagnosis and evaluation criteria in behavioral and academic assessment of emotionally disturbed students. Also provides consultation and in-service to the regular classroom teacher. 24 semester hours in special education including methods and techniques for the emotionally disturbed, precision teaching, including behavior modification, and educational programming and assessment for the emotionally disturbed. You must qualify in one other category.

429 TEACHER, PRESCHOOL HANDICAPPED

Teaches preschool youngsters with identified handicaps or significant developmental delays in a self-contained or homebound programs. Works with preschool aged children from all disability categories whose handicaps range from mild to severe. 24 semester hours in special education including courses such as: early childhood development, nature and needs of preschool handicapped, counseling parents of exceptional children, behavior management techniques, language development methods. You must qualify in one other category.

430 OCCUPATIONAL THERAPIST

Provides evaluation, consultation, and direct services to children whose ability to cope with the task of living and learning is threatened or impaired by developmental deficits, environmental or sensory deprivation, physical injury, psychological or social disability. Bachelor's degree in occupational therapy from a college or university accredited by the American Occupational Therapy Association and the American Medical Association. Certification by the American Occupational Therapy Association is required. One year of experience as an occupational therapist providing service to clients in the birth through twenty-one year age range is desired. NOTE: The 18 semester hours of course work in the field of professional teacher education as described under the Minimum Academic Requirements are not required.

431 PHYSICAL THERAPIST

Physical therapy includes therapeutic exercise programs designed to develop or restore neuromuscular and/or sensorimotor function, relieve pain, control posture deviations, minimize disabilities, and maintain maximal performance levels with the individuals' capabilities. Bachelor's degree in physical therapy from an approved accredited four-year institution or graduation from an approved certification program in Physical Therapy is required. A state license in Physical Therapy is required. One year of experience as a physical therapist providing service to clients in the birth through twenty-one year age range is desired. NOTE: The 18 semester hours of course work in the field of professional teacher education as described under the Minimum Academic Requirements are not required.

432 SCHOOL NURSE

Provides coordination with school staff, parents, medical agencies in planning, implementing, and evaluating school health education and health services programs. Current RN or school nurse registration is required. A selection factor is one year of experience as a school nurse, public health nurse, or registered nurse. NOTE: The 18 semester hours of course work in the field of professional teacher education as described under the Minimum Academic Requirements and a Baccalaureate degree are not required.

433 TEACHER, GIFTED AND TALENTED, ELEMENTARY

434 TEACHER, GIFTED AND TALENTED, MIDDLE SCHOOL

435 TEACHER, GIFTED AND TALENTED, SECONDARY

Provides enrichment programs to meet the individual needs of the gifted and talented student to include teaching effective independent study techniques and self directed learning processes, and applying complex cognitive processes such as creative thinking and analysis. 12 semester hours in gifted and talented education courses such as nature and needs of gifted and talented, guidance and counseling of exceptional students and supervised practicum of fieldwork in gifted and talented, guidance and counseling of exceptional students and supervised practicum of fieldwork in gifted and talented. You must qualify in one other category.

436 TEACHER, ENGLISH AS A SECOND LANGUAGE, ELEMENTARY

437 TEACHER, ENGLISH AS A SECOND LANGUAGE, MIDDLE SCHOOL

438 TEACHER, ENGLISH AS A SECOND LANGUAGE, SECONDARY

Teaches English as a second language or as a foreign language to students who possess limited skills in the English language. 15 semester hours in such courses as applied linguistics, social linguistics, comparative cultures, language development, and social psychology of the bilingual child. Such preparation must include at least 6 semester hours in the theory and methodology of teaching English as a Second Language. You must qualify in one other category.

439 SCHOOL COMPUTER COORINDATOR

Coordinates computer support services for a school or group of schools in a computer services network. Must have at least 15 semester hours in computer science to include courses in BASIC and either FORTRAN IV, ANS COBOL, or PASCAL programming. Educators qualified in another secondary field may substitute prior work experience in educational data processing at the rate of 3 semester hours for each year of full-time work experience, not to exceed a total of 6 semester hours.

441 COMPLEX CAREER EDUCATION COORDINATOR

Incumbent will be required to work with teachers and students in one or more K-12 schools, coordinating base-wide career education activities, conducting workshops and career education information seminars. 18 semester hours in the field of career and vocational education with at least one course in career counseling, career guidance, or vocational guidance; or, must have at least 12 semester hours in career education and qualify in one of the following categories: industrial arts, business, home economics, or work experience coordinator. You must qualify in one other category.

442 LIBRARIAN (MEDIA SPEC) ELEMENTARY

453 LIBRARIAN (MEDIA SPEC) SECONDARY
Responsible for the establishment and the management of the school library and instructional media program. 12 semester hours in library science and 12 semester hours in audiovisual education. You must qualify in one other category.

445 TEACHER, VISUALLY IMPAIRED
This teacher provides the special instruction and support services in the area of orientation and mobility, concept formation, and communication skills to permit the visually impaired student to compete successfully in the regular classroom with sighted children. 24 semester hours in special education including remedial methods and such courses as nature and needs of the blind, Braille, anatomy, physiology, and hygiene of the eye. You must qualify in one other category.

448 TEACHER, LEARNING IMPAIRED, MILDLY TO MODERATELY HANDICAPPED, ELEMENTARY

449 TEACHER, LEARNING IMPAIRED, MILDLY TO MODERATELY HANDICAPPED, MIDDLE SCHOOL

450 TEACHER, LEARNING IMPAIRED, MILDLY TO MODERATELY HANDICAPPED, SECONDARY
Provides special education instruction and services to students with mild to moderate handicapping conditions. Provides consultation and in-service to the regular classroom teacher, diagnostic-prescriptive type instruction, remediation activities, and educational intervention strategies for learning impaired students. 24 semester hours in special education including diagnostic-prescriptive

451 COMPENSATORY EDUCATION SPECIALIST, ELEMENTARY
Provides instructional services to students achieving significantly below the age and grade levels of their peers. 18 semester hours in elementary education including course work in teaching basic skills (reading, language arts, and mathematics). The selection factor includes experience in providing remediation service to low

achievers, compensatory education Title I teaching, resource room teaching; and, in applying alternative instructional strategies such as team-teaching and multi-age grouping.

452 COMPENSATORY EDUCATION SPECIALIST, SECONDARY

Provides instructional services to students achieving significantly below the age and grade levels of their peers. Must have at least 18 semester hours of professional education course work appropriately distributed in elementary and secondary education, and 9 semester hours in mathematics and 9 semester hours in language arts. Course work or 1 year of experience providing remediation service to low achievers, in teaching compensatory education Title I programs, or in teaching in a resource room environment is desirable. You must qualify in one other category.

SECTION III — APPLICATION PROCEDURES

Please review the application procedures carefully. Do not submit an application for consideration if the position is not listed. Applications which are not properly completed will be returned. ALL APPLICATION MATERIALS MUST BE SUBMITTED TOGETHER AND POSTMARKED BY JANUARY 15, 1986. FAILURE TO DO SO, MAY RESULT IN LOSS OF CONSIDERATION. Please retain a copy of all application material submitted to include official college transcripts.

A. WHAT TO FILE

1. SUPPLEMENTAL APPLICATION FOR EMPLOYMENT WITH DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS. DS Form 5010, is to be completed in *duplicate*. The completed form will determine eligibility for this program. Failure to provide the information as required may result in disqualification or non-selection. (Forms attached.)
2. PERSONAL QUALIFICATIONS STATEMENT, Standard Form 171 must be completed, signed and dated. (Form attached)
3. OFFICIAL TRANSCRIPTS having a seal and signature of the registrar from each college or university attended are required. They should be sent directly to you in a sealed envelope and included with your application materials. Should the school not issue official transcripts directly to you, please so indicate when submitting the application. In such cases, the

transcripts may be mailed directly to this office by the school. Official transcripts will be used to verify academic course work and highest degree attained for pay setting. Unofficial transcripts are not acceptable.

4. VERIFICATION OF PROFESSIONAL EDUCATOR EMPLOYMENT FOR SALARY RATING PURPOSES, DS Form 5013. Applicants must send a copy of DS Form 5013 to each place of professional employment. All forms must be completed and submitted with the application to receive credit of experience for salary setting purposes. The form may be reproduced. Former DoDDs employees requesting verification of employment should write to the

   GSA National Personnel Records Center, 111 Winnebago Street, St. Louis, Mo. 63118. Request should include full name used during period of employment, social security number, date of birth, agency and place of employment, and date of termination from Federal employment.

5. QUESTIONNAIRE. DS Form 5012. This questionnaire helps ensure that DoDDS' personnel practices meet the requirements of Federal law. Responses are voluntary.
6. PROFESSIONAL EVALUATIONS, DS FORM 5011
   a. Three professional evaluations have been provided. One evaluation must be completed by your current supervisor. If you are not currently employed in your profession, you must have your last supervisor complete an evaluation.
   b. Two evaluations must be completed by other supervisors who were in a capacity to evaluate your performance in your profession. Evaluations completed by friends and peers are generally not acceptable. Evaluations must cover periods within the past 5 years.
   c. Applicants in their first year of teaching must ensure that the professional evaluation completed by the current supervisor is submitted after at least one semester of teaching.
   d. Former DoDDS employees must have one evaluation form completed by the last DoDDS supervisor. In addition, the Office of Dependents Schools seeks an employment recommendation on all former employees. If you have been employed in the DoDDS within the last five years, your evaluation may be used in lieu of a formal interview.
   e. College placement files are not accepted as professional evaluations.
   f. **Specific Instructions:** Enter your name and social security number at the top of the form in space provided and forward to current supervisor and other professionals. The evaluation forms must be submitted by you with your application. Evaluators desiring confidentiality should write on the top of the form "VOID IF RECEIVED OPENED." The completed evaluation form should then be placed in a sealed envelope marked. "CONFIDENTIAL—TO BE OPENED ONLY BY DoDDS STAFF." The sealed envelope should be signed by the evaluator, preferably across the flap. Evaluators who insist upon mailing the completed form directly to this office may do so. Please so indicate this with your application.
7. APPLICATIONS OF MARRIED COUPLES must be filed jointly if consideration for the same location is desired. Appointments for both spouses are infrequent since there are rarely simultaneous openings in which their services could be used at the same location. Usually, only one is selected and the other travels as a family member. On arrival overseas the family member may apply for local employment.

B. WHERE TO FILE

Mail the completed application to:

Department of Defense Dependents Schools
Recruitment and Assignments Section
Hoffman Building I
2461 Eisenhower Avenue
Alexandria, Virginia 22331

Applications and supporting documents become the property of this department. Teaching credentials of qualified nonselected applicants may be retained for the following year.

C. STATUS OF APPLICATION

Applicants who desire acknowledgement of receipt of their application, must complete the acknowledgement card provided. Upon receipt of the application, this card will be mailed to you. This is not verification that your application is complete. Evaluation of applications takes several months because it is contigent upon receipt of all supporting documents (e.g., transcripts and evaluations.) Nationwide interviews are conducted around March and April of each year. The majority of selections are made in May and June. Some offers may be made in July

and August. The processing of applicants selected for overseas assignments takes approximately six weeks. Selected applicants are expected to report to the overseas assignment in early August. If additional information is necessary, applicants will be contacted.

Due to the large volume of applications and inquiries, applicants are to avoid making inquiry regarding the status of the application. Questions, whether directed or routed through friends or members of Congress, delay the processing of application. In order to respond, the application must be withdrawn from active consideration until a reply is prepared.

SECTION IV — BASIC PROGRAM INFORMATION & ENTITLEMENTS

A. APPOINTMENT

Appointments to educator positions in our school system are excepted from the Office of Personnel Management competitive requirements. Final appointment is contingent upon satisfactory completion of a medical examination, background investigation, issuance of a passport, timely completion of required processing, and upon verification of eligibility criteria. Each educator is required to complete a one-year trial period as a continuation of the selection process. An applicant selected for appointment is presumed to possess the skills and character traits necessary for satisfactory performance as an educator. That presumption, however, must be verified through the trial period. During the trial period, the educator's conduct and performance in the actual duties of the position will be observed, and the educator may be separated without undue formality.The trial period provides the final test, that of actual performance on the job, which no preliminary evaluation of education can approach in validity.

B. DEPARTURE DATE AND TRANSPORTATION OVERSEAS

Selected applicants must be available for travel anytime after 1 August. Departure to the overseas area is generally scheduled during the month of August for arrival and orientation prior to the opening of school. The exact date of departure by air transportation is determined by the United States military processing installation. Acceptance of air travel is a condition of employment. Transportation for the selected applicants and dependents will be at government expense. No provisions will be made for earlier departure for the convenience of the selectee either by government transportation or at the selectee's own expense.

C. LOCATIONS OF OVERSEAS SCHOOLS

The overseas schools vary in size on U.S. military bases in 20 countries. DoDDS is divided into five regions. Applicants must be available for worldwide placement. Consideration will be given to geographic preference by region; however, applicants must agree to serve wherever needed. The regions are:

ATLANTIC REGION
Belgium, Bermuda, Canada (Newfoundland), Cuba, England, Iceland, Netherlands, Norway, Scotland, British West Indies (Antigua)

GERMANY REGION

MEDITERRANEAN REGION
Azores, Bahrain, Greece, Italy, Spain, Turkey

PACIFIC REGION
Japan, Korea, Okinawa (Japan), Philippines

PANAMA REGION

D. LENGTH OF ASSIGNMENT

The tour of duty may be one or two school years depending on the area of assignment. Selected applicants must sign a Transportation Agreement to remain overseas for the tour of duty in consideration for which transportation at Government expense to and from the overseas area will be furnished. Selected applicants will also be required to sign a mobility certificate indicating that they understand that they may be reassigned to other school positions of comparable grade and salary for which they are determined qualified. Such assignments may be to any location where the DoDDS operate. Selected applicants who do not complete the tour of duty or who leave before the completion of assignment for reasons unacceptable to the appropriate officials, must bear the expense of return transportation to the United States and may be required to reimburse the government for the expense of transportation to the overseas station.

E. SALARY AND BENEFITS

1. Rates of Pay

Overseas salaries are comparable to the average of the range of rates for similar posi-

tions in urban school jurisdictions in U.S. having a population of 100,000 or more. Teachers, librarians, school nurses, dormitory counselors, and certain other school personnel whose services are required on a school year basis, are covered by the "Defense Department Overseas Teachers Pay and Personnel Pratices Act." The pay of Junior Reserve Officers Training Corps instructors is prescribed by 10 USC 2031(d) and is not the same as other educators. School year salary schedules are revised annually to reflect comparable changes in compensation of U.S. school jurisdictions. The school year consists of 190 duty days, with a minimum of 175 days of classroom instruction. Teachers are presently paid on 5 different pay lanes (bachelor's degree, bachelor's degree plus 15 semester hours, master's degree, master's degree plus 30 semester hours, and doctor's degree). Service increments or steps are provided to recognize years of experience up to a maximum. Several examples of the school year 1984/85 salary lanes show that teachers with 5 years of experience are paid as follows:

Bachelor's degree	$18,940
Bachelor's degree + 15	$19,455
Master's degree	$21,075
Master's degree + 30	$22,080
Doctor's degree	$23,670

2. Differentials
   Applicants assigned to certain foreign posts may receive additional compensation above the basic salary due to adverse environmental factors. All post differentials are subject to change without notice. **Applicants assigned to Panama will be authorized a differential and a limited quarters allowance when not provided government housing.**
3. Health Benefits
   The Federal Employees Health Benefits Act of 1959 provides a voluntary health benefits program for all government employees, whereby the government shares the cost of the program and permits premium payment through payroll deduction.
4. Life Insurance
   A low cost insurance plan is available as well as several options for additional coverage. Premiums are paid through payroll deductions. The Government shares the cost of the basic plan. The amount of insurance varies depending upon the option selected.
5. Retirement
   The Federal retirement system is under legislative review. Presently, employees are covered under social security and deductions are 6.7% on a base annual salary of $37,800 for 1984. The social security deductions for 1985 will be 7.05% but the base salary for

1985 is not now known. An additional 1.3% will be deducted for the Civil Service Retirement System until January 1, 1986. By that date, a new retirement system is expected which will supplement social security benefits. Heretofore, Federal employees have been covered by the Civil Service retirement system only. NOTE: DoDDS teaching experience might not be credited towards retirement by some U.S. school systems.

6. Tax Deduction
Salaries of Federal employees stationed overseas are subject to United States tax laws. Compliance with the tax laws of the employee's home state is the responsibility of the employee.

SECTION V — HOUSING, LIVING AND WORKING CONDITIONS

A. HOUSING AND LIVING CONDITIONS

In some areas, living quarters are provided by the United States Government. These quarters may be in dormitories, apartments, old hotels, converted office buildings, or in new modern facilities. If living quarters must be rented, a living quarters allowance to cover average rent and utility costs is paid by the United States Government. **A living quarters allowance is not paid to JROTC instructors.** A differential and a limited quarters when government housing is not provided are paid to employees in Panama. The shortage of family housing in the overseas area may preclude the concurrent travel of an applicant's spouse and other dependents. Therefore, it may be necessary for the employee to precede the dependents and request permission for them to travel after accommodations have been obtained. Even where concurrent travel is authorized, the employee and family should be prepared for some inconveniences and discomforts. Arrangements for a spouse or dependents to travel at their own expense or to reside with friends overseas is not recommended. Reimbursement for such travel or non-government sponsored housing may not be authorized.

B. MEDICAL/DENTAL FACILITIES

U.S. provided medical facilities may be severely limited in some locations. Military dispensaries are usually available to provide emergency services; but the nearest hospital facilities may be located some distance away. If military facilities are available, a minimum charge will be assessed per visit. Applicants with medical problems or those requiring medication should determine whether adequate medical care is available in the country concerned prior to accepting an assignment. Dental care is often not available through U.S. facilities except in an emergency. If available, the care is generally provided on a space available basis. It would be wise to have a dental check prior to departure. Applicants should be prepared to use the medical and dental services of the host country.

C. WORKING CONDITIONS

Some school buildings meet modern standards of school architecture while others are converted offices, Quonset huts or other temporary type buildings. Light and ventilation are usually good, and furniture is similar to that found in schools in the United States. Standard textbooks are used and the normal curricula are followed. The teacher is expected to take a pro-rated share of extracurricular activities, and in the elementary grades is expected to instruct art, music and physical education. Teaching aids are usually furnished but may be limited as to quantity and variety. Teachers who prefer their own instructional aids such as games, flash cards, pictures and other visual media may wish to include these items within their basic weight allowances.

SECTION VI — SHIPMENT OF HOUSEHOLD GOODS, PERSONAL EFFECTS, AUTOMOBILE, AND PETS

A. HOUSEHOLD GOODS

The shipment of household goods and personal effects is at Government expense. The weight allowances will be determined at the time of processing by a United States military processing installation.

B. AUTOMOBILE

The shipment of a privately owned automobile may be authorized in certain areas. There may be restrictions on the model, size, year and country of origin of the vehicle. It is difficult to obtain auto parts in some areas. Unleaded gas is not

available in many locations. If the shipment of an automobile is authorized, it will be at government expense. The processing office will furnish information about the shipment of an automobile.

C. PETS

The shipment of pets is at the selected applicant's expense. Pets are not authorized entry into some areas. Some countries impose lengthy quarantines on pets which may last for several months.

RETAIN THIS BROCHURE FOR FUTURE REFERENCE. ONCE YOU HAVE FILED AN APPLICATION, THE BROCHURE WILL SERVE AS A VALUABLE GUIDE IN ANSWERING QUESTIONS UNTIL YOU REACH YOUR ASSIGNED DUTY LOCATION.

SUPPLEMENTAL APPLICATION FOR EMPLOYMENT WITH DEPARTMENT OF DEFENSE OVERSEAS DEPENDENTS SCHOOLS

Read Privacy Act Statement on the SF 171 before completing this form

PRIVACY ACT STATEMENT
AUTHORITY: Title II, Sec. 301, Title X, Sec. 921 & 922, EO 9397
PRINCIPAL PURPOSE: To provide, in brief, personal, professional, and academic data for use in screening applications
ROUTINE USE: Used to screen applications for qualifications eligibility
DISCLOSURE: Voluntary. Failure to provide information can result in application rated not qualified

Use Typewriter or Print

Form Approved OMB No. 0704-0052
Expiration Date: 880630

1. Personal Information

All items on this form must be completed. Items which are not

a. Social Security Number

b. Name (Last, First, Middle Initial)

c. Current Address (Street, City, State, ZIP Code)

d. Alternate Address (Street, City, State, ZIP Code)

e. Number of Dependents (excluding Spouse)

f. Current [illegible] Date
Spouse's SSN

g. Spouse's Name (Last, First, Middle Initial)

h. Check Appropriate Block

i. Applicant File No.

Code	City
001	AE, Rhein/M
002	CA, San Angelo
003	CA, San Diego
004	CA, San Francisco
005	CO, Denver
006	DC, District of Columbia
007	FL, Orlando
008	FL, [illegible]
009	GA, [illegible]
010	HI, [illegible]
011	IL, [illegible]
012	KS, [illegible]
013	MD, [illegible]
014	NC, [illegible]

FOR OFFICIAL USE

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REPLACES EDITION OF JUL 83 WHICH IS OBSOLETE. JUN 84, DD5010

	Category Number	Full School Years of Teacher Experience	Total Number of Semester Hours
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			

Major Coursework	Total No. of Sem. Hrs.	Major Coursework	Total No. of Sem. Hrs.
Art		Music	
Business		Physical Education	
Career Education		Reading	
Computer Science		Science (Total)	
Early Childhood		Physics	
English		Chemistry	
English Second Language		Biology	
French		Social Studies	
Spanish		Special Education	
German		Elementary Education	
Guidance and Counseling		Secondary Education	
Health Education		Other	
Home Economics		Gifted/Talented	
Industrial Arts		Learning Impaired	
Library/Science		Physically Handicapped	
Audio Visual (Media)			
Mathematics			

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Read Privacy Act Statement on this page before completing this form

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ROUTINE USE: Used to screen applications for qualifications eligibility
DISCLOSURE: Voluntary. Failure to provide information can result in application rated not qualified

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	Category Number	Full School Years of Teacher Experience	Total Number of Semester Hours
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			

Major Coursework	Total No. of Sem. Hrs.	Major Coursework	Total No. of Sem. Hrs.
Art		Music	
Business		Physical Education	
Career Education		Reading	
Computer Science		Science (Total)	
Early Childhood		Physics	
English		Chemistry	
English Second Language		Biology	
French		Social Studies	
Spanish		Special Education	
German		Elementary Education	
Guidance and Counseling		Secondary Education	
Health Education		Other	
Home Economics		Gifted/Talented	
Industrial Arts		Learning Impaired	
Library/Science		Physically Handicapped	
Audio Visual (Media)			
Mathematics			

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Standard Form 171

Personal Qualifications Statement

IMPORTANT

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR STATEMENT

- You must furnish all requested information. The information you provide will be used to determine your qualifications for employment. DO NOT SEND A RESUME IN LIEU OF COMPLETING THIS STATEMENT.
- If you fail to answer all questions on your Statement fully and accurately, you may delay consideration of your Statement and may lose employment opportunities. See the Privacy Act Information on the reverse of this sheet.
- So that it is understood that you did not omit an item, please write the letters "N/A" (Not Applicable) beside those items that do not apply to you, unless instructions indicate otherwise.

GENERAL INSTRUCTIONS

- If you are applying for a specific Federal civil service examination:
  - —Read the examination announcement or the Qualifications Information Statement for the position to be certain that your experience and education are qualifying.
  - —If a written test is required, follow the filing instructions on the admission card.
  - —If no written test is required, mail this Statement to the Office of Personnel Management Area Office specified in the announcement or on the Qualifications Information Statement.
  - —Be sure to include all other forms required.
  - —If you have a change of name or address, notify the Office of Personnel Management Area Office with which you filed this Statement.
  - —You may want to make a copy of this Statement for your personal use.
  - —Please typewrite or write legibly or print clearly in dark ink.

INSTRUCTIONS RELATING TO SPECIFIC ITEMS

ITEM 13. Lowest Grade or Salary

- Enter the lowest grade or the lowest salary you will accept. You will not be considered for any lower grades or salary. You will be considered for any higher grades or salaries for which you qualify as specified in the examination announcement or the Qualifications Information Statement.

ITEM 16. Other Government and International Agencies

- The Office of Personnel Management is occasionally requested to refer for employment consideration the names of eligibles on competitive registers to State and local government agencies, congressional and other public offices, and public international organizations. Indicate your availability by checking the appropriate boxes. Your response to this question will not affect your consideration for other positions.

ITEM 18. Overnight Travel

- Indicate the number of nights per month you are willing to be away from home in a travel status. Some jobs require nearly constant travel of two or three weeks every month while others require infrequent, short or occasional extended periods of travel. You will be considered for positions requiring travel based on the number of nights per month for which you indicate travel availability.

ITEM 20. Active Military Service and Veteran Preference

- Five-point veteran preference is granted to veterans who receive an honorable or general discharge from the armed forces:
  - (a) after active duty during the periods April 6, 1917 to July 2, 1921 and December 7, 1941 to July 1, 1955;
  - (b) after more than 180 consecutive days of active duty, any part of which occurred after January 31, 1955 and before October 15, 1976.
    NOTE—Service under an initial period of active duty for training under the "6-month" Reserve or National Guard programs is not creditable for veteran preference; and
  - (c) after service in a campaign for which a campaign badge has been authorized.
- Non-disabled veterans who retired at or above the rank of major or its equivalent are not eligible for veteran preference after October 1, 1980.
- You will be required to furnish records to support your claim for five-point preference only at the time of your appointment.
- Ten-point veteran preference is granted to:
  (a) disabled veterans; and
  (b) veterans awarded the Purple Heart
  Ten-point veteran preference is granted in certain cases to:
  (a) unmarried widows and widowers of veterans;
  (b) spouses of disabled veterans; and
  (c) mothers of deceased or disabled veterans.
  If you claim ten-point veteran preference, submit Standard Form 15, Claim for 10-Point Veteran Preference, and the required proof with this application. Obtain SF 15 and information on provisions of the Veteran Preference laws at any Federal Job Information Center.
- A clemency discharge does not meet the Veteran Preference Act requirement for discharge under honorable conditions. Accordingly, no preference may be granted to applicants with such discharge.

ITEM 21. Experience

- Fill in these experience blocks carefully and completely. A large part of your qualifications rating depends upon a thorough description of your experience and employment history.
- If you fail to give complete details, you may delay consideration of your Statement. Your description of duties may be verified with former employers.
- If you supervise or have supervised other employees, be sure to indicate the number and kind (and grades, if Federal Government) of employees supervised, and describe your duties as a supervisor under Description of Work.
- Volunteer Experience—You may receive credit for pertinent religious, civic, welfare service and organizational work performed with or without compensation. Show the actual amount of time spent in such work (for example, average hours per week or month). Complete all the items just as you would for a compensable position.
- Use separate blocks if your duties, responsibilities, or salary have changed materially while working for the same employer. Treat each such change as a separate position.

PLEASE READ ADDITIONAL INSTRUCTIONS ON BACK OF THIS SHEET

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ITEM 21. Experience *(Continued)*

NOTE—Experience gained more than 15 years ago may be summarized in one block if it is not pertinent to the type of position you applied for.

- Include your military or merchant marine service in separate blocks in order and describe major duty assignments.
- Indicate in each block of Item 21 the name under which you were employed if it was different from the name in Item 6 of this Statement. Show former name in parentheses after "Description of duties and accomplishments in your work."
- Indicate any period of unemployment exceeding three months and your address at that time on the last line of the preceding experience block.
- Block A—Describe your present position in this block. Indicate if you are now unemployed or if you have never been employed.
- Blocks B and C—Describe in Block B the position you held just before your present position and continue to work backwards using Block C.
- Enter the average number of hours per week you work. If you work part time, indicate the average number of hours per week you work.
- Description of Work—Describe each job briefly, including required skills and abilities. Describe any specialties and special assignments, your authority and responsibility, your relationships to others, your accomplishments, and any other factors which help to describe the job.
- If your job contains experience in more than one type of work (for example: carpentry and painting, or personnel and budget) estimate and indicate the approximate percentage of time spent in each type of work. Place the percentages in parentheses at the end of the description of work.
- If you need additional experience blocks:
  —Use Standard Form 171-A, Continuation Sheet; or
  —A plain sheet of paper approximately 8 by 10½ inches in size. Be sure to include all of the information requested in Item 21.

  If you need additional space to describe a position held:
  —Continue in Item 34, Space for Detailed Answers; or
  —Continue on a plain sheet of paper.
- Identify each plain sheet of paper used by showing your name, birth date, examination or position title, and the block under Item 21 from which the description is continued.
- Attach all supplemental sheets to the top of page 3.

ITEM 32. Relatives Employed by the United States Government

- A Federal official (civilian or military) may not appoint any of his or her relatives or recommend them for employment in his or her agency, and a relative who is appointed in violation of this restriction cannot be paid. Therefore it is necessary to have information about your relatives who are working for the Federal Government. In listing relative(s) in answer to question 32 include: father; mother; son; daughter; brother; sister; uncle; aunt; first cousin; nephew; niece; husband; wife; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; stepfather; stepmother; stepson; stepdaughter; stepbrother; stepsister; half brother, and half sister.

CERTIFICATION

- Be careful that you have answered all questions on your Statement correctly and considered all statements fully so that your eligibility can be decided on all the facts. Read the certification carefully before you sign and date your Statement.
- Sign your name in ink.
- Use one given name, initial or initials, and last name.

PRIVACY ACT INFORMATION

The Office of Personnel Management is authorized to rate applicants for Federal jobs under Sections 1302, 3301, and 3304 of Title 5 of the U.S. Code. We need the information you put on this form to see how well your education and work skills qualify you for a Federal job. We also need information on matters such as citizenship and military service to see whether you are affected by laws we must follow in deciding who may be employed by the Federal Government. We cannot give you a rating, which is the first step toward getting a job, if you do not answer these questions.

We must have your Social Security Number (SSN) to keep your records straight because other people may have the same name and birthdate. The SSN has been used to keep records since 1943, when Executive Order 9397 asked agencies to do so. The Office of Personnel Management may also use your SSN to make requests for information about you from employers, schools, banks, and others who know you, but only as allowed by law. The information we collect by using your SSN will be used for employment purposes and also for studies and statistics that will not identify you.

Information we have about you may also be given to Federal, State, and local agencies for checking on law violations or for other lawful purposes. We may also notify your school placement office if you are selected for a Federal job.

PLEASE DETACH THIS INSTRUCTION SHEET BEFORE SUBMITTING YOUR STATEMENT

Personal Qualifications Statement

Read instructions before completing form

Form Approved:
OMB No. 3206-0012

1. Kind of position *(job)* you are filing for *(or title and number of announcement)*

2. Options for which you wish to be considered *(if listed in the announcement)*

3. Home phone — Area Code | Number

4. Work phone — Area Code | Number | Extension

5. Sex *(for statistics only)* — ☐ Male ☐ Female

6. Other last names ever used

Name *(Last, First, Middle)*

Street address or RFD no. *(include apartment no., if any)*

City | State | ZIP Code

8. Birthplace *(City & State, or foreign country)*

9. Birth date *(Month, day, year)*

10. Social Security Number

11. If you have ever been employed by the Federal Government as a civilian, give your highest grade, classification series, and job title

Dates of service in highest grade *(Month, day, and year)*

From To

12. If you currently have an application on file with the Office of Personnel Management for appointment to a Federal position, list: (a) the name of the area office maintaining your application, (b) the position for which you filed, and *(if appropriate)* (c) the date of your notice of rating, (d) your identification number, and (e) your rating

13. Lowest pay or grade you will accept

PAY: $ per — OR — GRADE

14. When will you be available for work? *(Month and year)*

DO NOT WRITE IN THIS BLOCK
FOR USE OF EXAMINING OFFICE ONLY

Material: ☐ Submitted ☐ Returned

Entered register:

Notations:

Form reviewed:

Form approved:

ANNOUNCEMENT NO.

STATEMENT NO.

Option	Grade	Earned Rating	Preference	Aug Rating
			☐ 5 Points (Tent.)	
			☐ 10 Pts. 30% or More Comp. Dis.	
			☐ 10 Pts. Less Than 30% Comp. Dis.	
			☐ Other 10 Points	
			☐ Disallowed	
Initials and date			☐ Being Investigated	

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY

Preference has been verified through proof that the separation was under honorable conditions, and other proof as required

☐ 5-Point ☐ 10 Points 30% or More Compensable Disability ☐ 10 Points Less Than 30% Compensable Disability ☐ 10 Point Other

Signature and title

Agency | Date

15. Are you available for temporary employment lasting *(Acceptance or refusal of temporary employment will not affect your consideration for other appointments.)*

	YES	NO
A. Less than 1 month?		
B. 1 to 4 months?		
C. 5 to 12 months?		

16. Are you interested in being considered for employment by

	YES	NO
A. State and local government agencies?		
B. Congressional and other public offices?		
C. Public international organizations?		

17. Where will you accept a job?

	YES	NO
A. In the Washington, D.C. Metropolitan area?		
B. Outside the 50 United States?		
C. Anyplace in the United States?		
D. Only in *(specify locality)*		

18. Indicate your availability for overnight travel

- A. Not available for overnight travel ☐
- B. 1 to 5 nights per month ☐
- C. 6 to 10 nights per month ☐
- D. 11 or more nights per month ☐

19. Are you available for part-time positions *(fewer than 40 hours per week)* offering

	YES	NO
A. 20 or fewer hours per week?		
B. 21 to 31 hours per week?		
C. 32 to 39 hours per week?		

20. Veteran Preference. Answer all parts. If a part does not apply to you, answer "NO".

	YES	NO
A. Have you ever served on active duty in the United States military service? *(Exclude tours of active duty for training in Reserves or National Guard)*		
B. Have you ever been discharged from the armed services under other than honorable conditions? *You may omit any such discharge changed to honorable or general by a Discharge Review Board or similar authority).* If "YES", give details in item 34.		
C. Do you claim 5-point preference based on active duty in the armed forces? If "YES", you will be required to furnish records to support your claim at the time you are appointed.		
D. Do you claim 10-point preference? If "YES," check the type of preference claimed and complete and attach Standard Form 15, "Claim for 10-Point Veteran Preference," together with the proof requested in that form.		

Type of Preference: ☐ Compensable Disability 30% or More ☐ Compensable Disability Below 30% ☐ Non-compensable Disability ☐ Purple Heart Recipient ☐ Spouse ☐ Widow(er) ☐ Mother

E. List dates, branch, and serial number of all active service *(enter "N/A", if not applicable)*

From To Branch of Service Serial or Service Number

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21. **Experience.** Begin with current or most recent job or volunteer experience and work back. Account for periods of unemployment exceeding three months and your residence address at that time on the last line of the experience blocks in order of occurrence.

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? *(A "NO" will not affect your consideration for employment opportunities except for Administrative Law Judge positions.)* ☐ YES ☐ NO

A Name and address of employer's organization *(include ZIP code, if known)*

Dates employed *(give month and year)*
From . To

Average number of hours per week

Salary or earnings
Beginning $ per
Ending $ per

Place of employment
City
State

Exact title of your position

Name of immediate supervisor — Area Code — Telephone number

Number and kind of employees you supervise

Kind of business or organization *(manufacturing, accounting, social services, etc.)*

If Federal service: civilian or military series, grade or rank, and date of last promotion

Your reason for wanting to leave

Description of work *(Describe your specific duties, responsibilities, and accomplishments in this job.)*

For agency use *(skill codes, etc.)*

B Name and address of employer's organization *(include ZIP code, if known)*

Dates employed *(give month and year)*
From To

Average number of hours per week

Salary or earnings
Beginning $ per
Ending $ per

Place of employment
City
State

Exact title of your position

Name of immediate supervisor — Area Code — Telephone number

Number and kind of employees you supervised

Kind of business or organization *(manufacturing, accounting, social services, etc.)*

If Federal service: civilian or military series, grade or rank, and date of last promotion

Your reason for leaving

Description of work *(Describe your specific duties, responsibilities, and accomplishments in this job.)*

For agency use *(skill codes, etc.)*

C Name and address of employer's organization *(include ZIP code, if known)*

Dates employed *(give month and year)*
From To

Average number of hours per week

Salary or earnings
Beginning $ per
Ending $ per

Place of employment
City
State

Exact title of your position

Name of immediate supervisor — Area Code — Telephone number

Number and kind of employees you supervised

Kind of business or organization *(manufacturing, accounting, social services, etc.)*

If Federal service: civilian or military series, grade or rank, and date of last promotion

Your reason for leaving

Description of work *(Describe your specific duties, responsibilities, and accomplishments in this job.)*

For agency use *(skill codes, etc.)*

If you need additional experience blocks, use Standard Form 171-A or blank sheets of paper

SEE INSTRUCTION SHEET

Attach Supplemental Sheets or Forms Here

22 A Special qualifications and skills *(skills with machines, patents or inventions, your most important publications [do not submit copies unless requested], your public speaking and publications experience, membership in professional or scientific societies, etc.)*

B Kind of license or certificate *(pilot, registered nurse, lawyer, radio operator, CPA, etc.)*

C Latest license or certificate — Year | State or other licensing authority

D Approximate number of words per minute — Typing | Shorthand

23 A Did you graduate from high school or will you graduate within the next nine months, or do you have a GED high school equivalency certificate?

Yes	Month and Year	No	Highest grade completed

B Name and location *(city and State)* of latest high school attended

C Name and location *(city, State, and ZIP Code, if known)* of college or university *(If you expect to graduate within nine months, give MONTH and YEAR you expect to receive your degree)*	Dates Attended		Years Completed		No. of Credits Completed		Type of Degree *(e.g., B.A.)*	Year of Degree
	From	To	Day	Night	Semester Hours	Quarter Hours		

D Chief undergraduate college subjects	No. of Credits Completed		E Chief graduate college subjects	No. of Credits Completed	
	Semester Hours	Quarter Hours		Semester Hours	Quarter Hours

F Major field of study at highest level of college work

G Other schools or training *(for example, trade, vocational, Armed Forces or business)*. Give for each the name and location *(city, State, and ZIP Code, if known)* of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificate, and any other pertinent data

24 Honors, awards, and fellowships received

25 Languages other than English. List the languages *(other than English)* in which you are proficient and indicate your level of proficiency by putting a check mark (✓) in the appropriate columns. **Candidates for positions requiring conversational ability in a language other than English may be given an interview conducted solely in that language.** Describe in item 34 how you gained your language skills and the amount of experience you have had *(e.g., completed 72 hours of classroom training, spoke language at home for 18 years, self-taught, etc.)*.

Name of Language(s)	PROFICIENCY							
	Can Prepare and Deliver Lectures		Can Converse		Have Facility to Translate Articles, Technical Materials, etc.		Can Read Articles, Technical Materials, etc., for Own Use	
	Fluently	With Difficulty	Fluently	Passably	Into English	From English	Easily	With Difficulty

26 References. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under item 21, Experience.

Full Name	Present Business or Home Address *(Number, Street, City, State and ZIP Code)*	Telephone Number *(Include Area Code)*	Business or Occupation

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Answer items 27 through 33 by placing an "X" in the proper column	YES	NO
27 Are you a citizen of the United States? If "NO" give country of which you are a citizen		
NOTE: A conviction or a firing does not necessarily mean you cannot be appointed. The circumstances of the occurrence(s) and how long ago it (they) occurred are important. Give all the facts so that a decision can be made. 28 Within the last five years have you been fired from any job for any reason?		
29 Within the last five years have you quit a job after being notified that you would be fired? If your answer to 28 or 29 above is "YES" give details in item 34. Show the name and address (*including ZIP Code*) of employer, approximate date, and reasons in each case. This information should agree with your answers in item 21, Experience.		
30 A Have you **ever** been convicted, forfeited collateral, or are you now under charges for **any felony** or **any** firearms or explosives offense against the law? (*A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified under the laws of a State as a misdemeanor which is punishable by a term of imprisonment of two years or less.*) B During the past seven years have you been convicted, imprisoned, on probation or parole, or forfeited collateral, or are you now under charges for any offense against the law not included in A above?		
NOTE: When answering A and B above, you may omit: (1) traffic fines for which you paid a fine of $50.00 or less; (2) any offense committed before your 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law; (3) any conviction the record of which has been expunged under Federal or State law; and (4) any conviction set aside under the Federal Youth Corrections Act or similar State authority. J While in the military service were you ever convicted by a general court martial? If your answer to 30A, 30B, or 31 is "YES" give details in item 34. Show for each offense: (1) date; (2) charge; (3) place; (4) court; and (5) action taken.		
32 Does the United States Government employ in a civilian capacity or as a member of the Armed Forces any relative of yours (*by blood or marriage*)? (*See item 32 in the attached instruction sheet.*) If your answer to 32 is "YES" give in item 34 for such relatives: (1) name; (2) present address (*including ZIP Code*); (3) relationship; (4) department, agency, or branch of the armed forces.		
33 Do you receive, or do you have pending application for, retirement or retainer pay, pension, or other compensation based upon military, Federal civilian, or District of Columbia Government service? If your answer to 33 is "YES" give details in item 34. If military retired pay, include the rank at which you retired.		

Your Statement cannot be processed until you have answered all questions, including items 27 through 33 above. Be sure you have placed an "X" to the left of EVERY marker (◀) above, either in the "YES" or "NO" column.

34 Item No	Space for detailed answers. Indicate item numbers to which the answers apply.

If more space is required, use full sheets of paper approximately the same size as this page. Write on each sheet your name, birth date, and announcement or position title. Attach all sheets to this Statement at the top of page 3.

ATTENTION—THIS STATEMENT MUST BE SIGNED

Read the following paragraphs carefully before signing this Statement

A false answer to any question in this Statement may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001). All the information you give will be considered in reviewing your Statement.

AUTHORITY FOR RELEASE OF INFORMATION

I have completed this Statement with the knowledge and understanding that any or all items contained herein may be subject to investigation prescribed by law or Presidential directive and I consent to the release of information concerning my capacity and fitness by employers, educational institutions, law enforcement agencies, and other individuals and agencies, to duly accredited investigators, Personnel Staffing Specialists, and other authorized employees of the Federal Government for that purpose.

CERTIFICATION	SIGNATURE *(sign in ink)*	DATE
I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith.		

PROFESSIONAL EVALUATION

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS

(name and social security number) _____

4. HOW DO YOU RATE THIS APPLICANT IN OVERALL PROFESSIONAL ABILITY?

POOR

BEST COPY AVAILABLE

PROFESSIONAL INQUIRY (continued)

10. PLEASE GIVE A FRANK STATEMENT EMPHASIZING PARTICULAR STRENGTHS AND WEAKNESSES CONCERNING THIS CANDIDATE'S TOTAL TEACHING ABILITY: ABILITY TO WORK WITH OTHERS; LEADERSHIP QUALITIES; INTERPERSONAL AND SCHOLASTIC CHARACTERISTICS; AND ABILITY TO WORK WITH CHILDREN AND PARENTS.

11. NAME AND ADDRESS OF YOUR SCHOOL

12. TYPED NAME, SIGNATURE, POSITION OF PERSON COMPLETING THIS FORM

13. DATE

14. RETURN THIS INQUIRY TO:

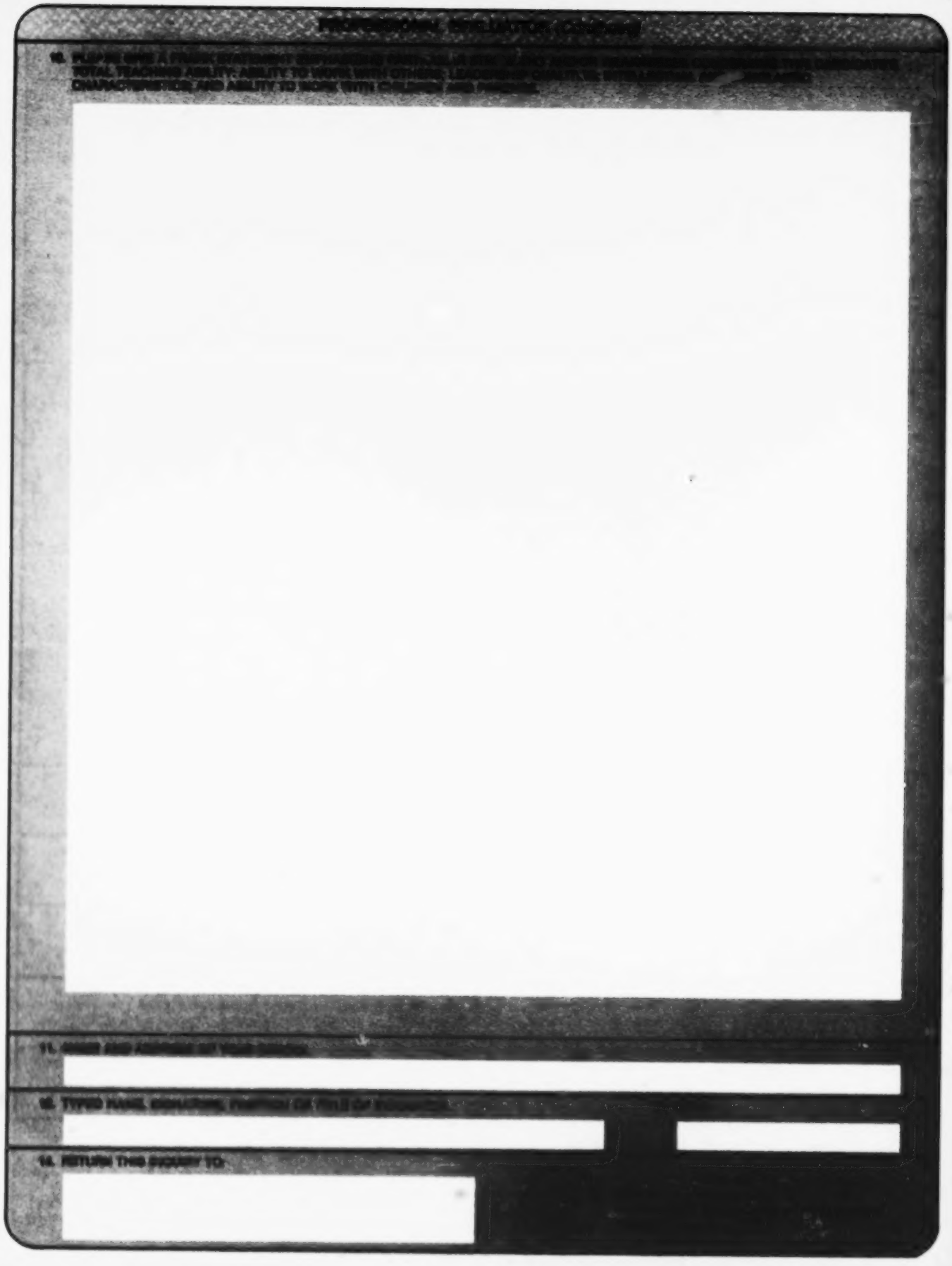
PROFESSIONAL EVALUATION

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS

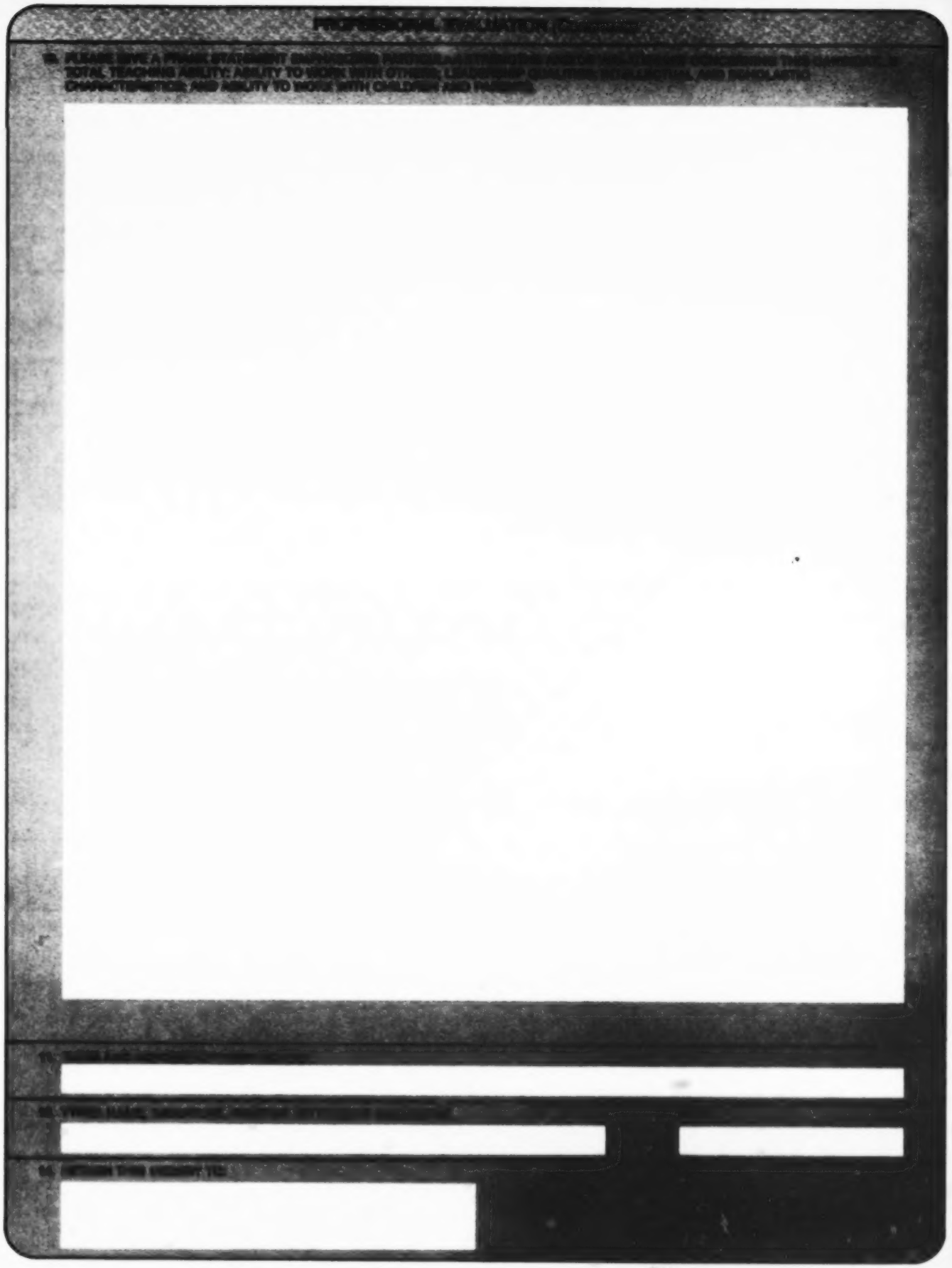
(name and social security number) _____

4. HOW DO YOU RATE THIS APPLICANT IN OVERALL PROFESSIONAL ABILITY?

☐ POOR ☐ ☐ ☐ ☐



(name and social security number) _____



OFFICE, SECRETARY OF DEFENSE
OFFICE OF OVERSEAS DEPENDENTS EDUCATION
VERIFICATION OF PROFESSIONAL EDUCATOR EMPLOYMENT FOR SALARY RATING PURPOSES

OMB No. 0704-0226
Expiration Date: 880630

DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 U.S.C. 552a)

AUTHORITY	PL 86-91
PRINCIPAL PURPOSE	To provide employment information on prospective employees.
ROUTINE USE	Used in determining creditable previous experience for pay setting purposes on selected candidates by OSD and DoD components.
DISCLOSURE	Voluntary. However, failure to do so can result in failure to receive credit for pay purposes for previous experience.

TO BE FILLED IN BY APPLICANT

Name _____

Former School or Place of Employment _____

Location *(City and State)* _____

Title of position *(Teacher, Counselor, Administrator, etc.)* _____

☐ Elementary ☐ Junior High ☐ Vocational High ☐ Senior High ☐ College

DATE	SIGNATURE OF APPLICANT/EMPLOYEE

TO BE FILLED IN BY EMPLOYER

If employee was paid for the entire month at the beginning and end of service, use those dates instead of the dates when school was in session. If there was a break in service, indicate each period of employment separately.

It is necessary that we have the specific DAY as well as the month and the year.

FROM: MO _____ DAY _____ YEAR _____ TO: MO _____ DAY _____ YEAR _____

MO _____ DAY _____ YEAR _____ MO _____ DAY _____ YEAR _____

The length of the school year was _____ months.

This person was employed full-time _____ part-time _____

If part-time, please state the number of periods or hours per week _____

NOTE: No salary credit can be awarded for

1. *Per diem substitute*
2. *Student teaching*
3. *Tutoring*
4. *Teacher aide or other paraprofessional experience.*

NAME AND TITLE *(Print or Type)*	ADDRESS *(Include ZIP Code)*
DATE	SIGNATURE

Your assistance in completing this form is appreciated. Please return it as soon as possible to Department of Defense, Office of Dependents Schools, Hoffman Building I, 2461 Eisenhower Avenue, Alexandria, VA 22331.

DS FORM 1 JUNE 88 5013

DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS

OMB No: 0704-0223
Expiration Date: 880630

VOLUNTARY QUESTIONNAIRE

General Information

The information from this questionnaire is used to help insure that the Department of Defense Dependents Schools (DoDDS) personnel practices meet the requirements of Federal law. Your responses are voluntary. Any information you furnish will be used only for the purpose of producing statistical reports. There will be no consequence to you whether or not you furnish the information since it will not be used in any determination that affects you individually. This form will be maintained separately from your application materials. Furthermore, the statistical reports mentioned above will be in the form of aggregate totals and will not identify you in any way as an individual. Please read each item thoroughly before completing the appropriate code number in each box.

Questionnaire

1. How did you learn about the DoDDS employment opportunities? (you may select up to three choices)

☐☐ ☐☐ ☐☐

General

01 — Friend or relative working for DoDDS
02 — Friend or relative not working for DoDDS
03 — On-campus recruitment by DoDDS
04 — Direct mailing by DoDDS
05 — Government job information center
06 — State employment office
07 — Private information service
08 — State rehabilitation center
09 — Veterans association/employment office
10 — School placement officer

Professional Journals

11 — Exceptional Children
12 — Instructor
13 — The Mathematics Teacher
14 — The Science Teacher
15 — School Shop
16 — NUESTRO
17 — Business Education Forum
18 — School Nurse
19 — TESOL Newsletter
20 — Black Collegian
21 — East West Newspaper
22 — Pacific Citizen Newspaper
23 — LATINO

Professional Conventions/Meetings

24 — National Alliance of Black School Educators
25 — International Reading
26 — LULAC
27 — American School Nurse
28 — School Health Nurse
29 — American Vocational Association
30 — Council for Exceptional Children
31 — National Science Teacher
32 — American Speech-Language-Hearing
33 — National Mathematics Teacher
34 — National Business Teacher
35 — American Society of Afro Life & History
36 — TESOL
37 — Asian/American Education Conference
38 — University of Northern Iowa - Recruiting Fair
39 — NAACP
40 — Association for School Librarians
41 — Other (Specify)

DS Form 5012
1 June 85

DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS

VOLUNTARY QUESTIONNAIRE (CONT.)

2. Please identify yourself in terms of the race, sex, and ethnic categories below. First read definitions of subcategories.

Definitions

The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

ETHNICITY:

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

RACE:

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the pacific Island. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black. A person having origins in any of the black racial groups of Africa.

White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

A. Race	B. Sex	C. Ethnicity
1—American Indian or Alaskan native 2—Asian or Pacific Islander 3—Black 4—White 5—Other _____ (Specify) ☐	1—Male 2—Female ☐	1—Hispanic Origin 2—Not of Hispanic Origin ☐

3. **REPORTABLE DISABILITY:** A physical or mental disability is NOT determined by a person's ability to perform his or her work but by a disability, or a history of such disability, which is likely to cause the employee to experience difficulty in obtaining, maintaining or advancing in employment. This does not apply solely to an employee's current position, but applies to the total career life cycle of that employee. *(In the case of multiple disabilities, choose the code which describes the impairment that would most likely result in such difficulties.)* Do you have any physical disability?

If "Yes", enter 1
If "No", enter 2 ☐

4. If you have answered "yes" to question 3, or if you have other than a physical disability, please refer to the list of disability codes below. Select the appropriate code and enter here. ☐☐

5. GENERAL CODES	Code
I do not wish my disability status officially recorded outside my medical records	01
I have no disability of the type listed in the code below	04
SPEECH IMPAIRMENTS	13
HEARING IMPAIRMENTS	15
VISION IMPAIRMENTS	22
MISSING EXTREMITIES	32
NONPARALYTIC ORTHOPEDIC IMPAIRMENTS	44
PARTIAL PARALYSIS	61
COMPLETE PARALYSIS	70
OTHER IMPAIRMENTS	80

– NOTES –

FINAL REMINDER:

1. Have you completed both copies of DS 5010?

2. Have you signed and dated a copy of SF 171?

3. Have you placed your name and social security number at the top of DS 5011 (Professional Evaluation) before distributing to supervisors?

4. Have you described your duties in detail on SF 171?

5. If you have not complied with the above, your application will be returned for completion.

6. Have you included all application materials including official school transcripts?

Date _____

This acknowledges receipt of your application by Department of Defense Dependents Schools. Upon receipt of all related materials (evaluations, transcripts, etc.), your application will be evaluated for employment. The tremendous volume of applications and inquiries by letter and telephone submitted to this office is such that it is impossible for us to keep you informed as to the status of your application. If selected you will be notified by special delivery letter.

Your interest in our program is appreciated.

DoD Dependents Schools
2461 Eisenhower Avenue
Alexandria, Virginia 22331-1100

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